

# ATTICA JR./SR. HIGH SCHOOL STUDENT HANDBOOK 2023-2024



To effectively prepare every Rambler for a successful future by providing essential knowledge, skills, and experiences.



**INTEG**RITY

Account**A**bility

Com**M**unication

Colla**B**oration

Critica**L** Thinking

CRE**A**TIVITY

21st Centu**R**y Skills

Persi**S**tence



To nurture a culture of integrity, collaboration, critical thinking, creativity, and communication in order to empower life-long learners who are accountable and ready to succeed in the 21st century.





# **ATTICA JR./SR. HIGH SCHOOL STUDENT HANDBOOK 2023-2024**

SCHOOL YEARBOOK: **CRIMSON**

SCHOOL COLORS: **RED & WHITE**

SCHOOL SONG:

**ON RED RAMBLERS (ON WISCONSIN)**

On Red Ramblers, On Red Ramblers

Plunge through their defense

Pass the ball around the field (gym)

and make the score immense!

HOO-RAH-FIGHT!

On Red Ramblers, On Red Ramblers

Fight on for our fame

Fight Ramblers, fight, and we will

Win the game!

**PHONE NUMBER: (765) 762-7000**

Superintendent . . . . . Jon Acton . ext 5001

Administrative Ast . . . . Mrs. Elisha Goodwin . . . . ext 5000

ACSC Treasurer . . . . Mrs. Chris Goris . . . . ext 5002

AHS Principal . . . . . Mr. David Jensen . . ext 4001

Ast Principal / Ast AD. . Mrs. Barbi Balensiefer. . . . ext 4002

Athletic Director . . . . Mr. Tom Lathrop . . . . ext 4004

Guidance Counselor. . Mrs. Malynda Scifres . . ext 4011

Technology Director . . Mr. Nick Corduan . . . . ext 5008

Administrative Ast . . . . Mrs. Elisha Goodwin . . ext 4000

School Nurse . . . . . Mrs. Kay Griffith . . . . ext 4005

ECA Treasurer . . . . . Mrs. Angie Turpin . . . . ext 4101

Resource Officer . . . . Mr. Kyle Askren . . . . ext 4315

Maintenance Director . . Mr. Dan Goris . . . . ext 4200

## **WABASH RIVER CONFERENCE**

**Attica**

**Covington**

**Fountain Central**

**North Vermillion**

**Riverton Parke**

**Parke Heritage**

**Seeger**

**South Vermillion**

**ATTICA JR.-SR. HIGH SCHOOL**  
**2023-2024 STUDENT HANDBOOK**

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**ATTICA JR.-SR. HIGH SCHOOL**  
**2023-2024 STUDENT HANDBOOK**  
**WHAT TO DO IF...**

- You need to see the principal - GO TO THE MAIN OFFICE OUTSIDE OF CLASS TIME OR EMAIL TO MAKE AN APPOINTMENT
- You need to see the counselor - GO TO THE GUIDANCE OFFICE OUTSIDE OF CLASS TIME OR EMAIL TO MAKE AN APPOINTMENT
- You are late to school - CHECK IN AT THE MAIN OFFICE
- You need to leave school - CHECK IN THE MAIN OFFICE IN THE MORNING TO GET A YELLOW PASSPORT, THEN AT THE DESIGNATED TIME SIGN OUT IN THE OFFICE
- You are absent - CALL THE SCHOOL AS SOON AS POSSIBLE (762-7000, 24 HOURS A DAY) OR BRING A PARENT NOTE THE FOLLOWING DAY
- You have been absent due to illness- BRING A WRITTEN, SIGNED REASON FROM A DOCTOR TO THE MAIN OFFICE THE FIRST DAY YOU RETURN
- You have lost a book - CHECK WITH YOUR TEACHERS, IF YOU DO NOT FIND IT, CHECK THE LOST AND FOUND IN THE OFFICE
- You have lost a school or personal item - CHECK LOST AND FOUND IN THE MAIN OFFICE and WITH TEACHERS.
- You have found an item that is not yours - BRING IT TO THE MAIN OFFICE
- You want to leave the room – GET PERMISSION FROM THE TEACHER
- You want to have an announcement made - MUST HAVE SPONSOR OR TEACHER SIGNATURE
- You need to get a parking permit- SUBMIT DRIVER FORM WITH PARENT SIGNATURE AND \$20.00 TO MAIN OFFICE OUTSIDE OF CLASS TIME.
- You want advice about college, schedules, personal problems, etc. - GO TO THE GUIDANCE OFFICE AND REQUEST TO SEE THE GUIDANCE DIRECTOR
- You want a transcript of your credits and grades - CONTACT THE GUIDANCE OFFICE
- You want information about some phase of regulations, curriculum, or activities - READ APPROPRIATE SECTION OF THIS HANDBOOK. THEN, IF NECESSARY, SEE A TEACHER, COUNSELOR OR ADMINISTRATION

**THE STUDENT HANDBOOK**

**ATTICA JR-SR HIGH SCHOOL**  
**PHILOSOPHY**

The general philosophy of the Attica Jr/Sr High School is to promote the development of the individual for personal social and economic living as a participating member of a democratic society. This overall purpose includes the following:

- **Growth in the ability to understand and to assume the rights and duties inherent in membership in a democratic society.**
- **Understanding and appreciation of the social heritage and an acceptance of responsibility for evaluating and contributing to that heritage.**
- **Formulation and practice by the individual student of moral and ethical values which serve as guides to desirable conduct in personal, family and community living.**
- **Acquisition and maintenance of good physical, mental, and emotional health.**
- **Maturation of intellectual abilities and processes, including: self-direction, critical thinking, and problem solving.**
- **Development of an appreciation of aesthetic values.**
- **Growth in creative ability and in the use of media for communication such as speech, reading, writing, and mathematics.**
- **Development of economic and vocational competency.**

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Attica Consolidated School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Attica Consolidated School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Attica Consolidated School Corporation to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, tow federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Attica Consolidated School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 12 of the current school year or within 5 days of registering your child for school. Attica Consolidated School Corporation has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities or sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The family Educational Rights and Privacy Act (FERPA) also affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires (Attica Consolidated School Corporation) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys")

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

## **I. ACADEMICS / CURRICULUM**

### **A. Program of Studies**

The student should contact the Guidance Office regarding questions relating to course selection. The Indiana DOE course descriptions can be seen at: <http://www.doe.in.gov/achievement/ccr/course-titles-and-descriptions>

### **B. Class Load**

1. Students in Grades 9-12 will be enrolled in a minimum of seven credits per semester unless other arrangements are made with the Administration or Guidance. Students who have more than one study hall shall take an online course to ensure six classes are taken. Adjustments may be made at the principal's discretion.
2. Request for early (after 6 semesters) or midterm (after 7 semesters) graduation may be granted by the administration. Early and Midterm Graduation requests must be initiated in the Guidance Office. Permission to graduate early or at midterm requires approval from principal, guidance counselor, and parent. Certain criteria is required to be met in order to be considered for early or midterm graduation.

### **C. Class Change Policy**

All students who wish to make a class change must make a request to do so within the first THREE days of the start of the semester. Schedule changes are initiated in the Guidance Office and may require approval from the principal, guidance counselor, and/or parent. Any student who is removed from any class after THREE days from the start of the semester (other than for a scheduling conflict or need for remediation) will receive a grade of "WF". This grade will be recorded on the permanent record and will be figured into the student's GPA and class rank.

### **D. Course Audits:**

1. **Failed Courses:** A student who has failed a required course will be rescheduled for the course at the earliest available time. Depending on the cumulative nature of the course, if the second semester credit was failed, it may also be necessary to retake the first semester of the course.
2. **Grade Replacement:** A student may elect to retake a course in which a credit has already been earned. Because a student can only earn 1 credit for each course, the higher grade will be associated with this credit and will be used to calculate the cumulative GPA. The original course grade will remain on the student's transcript but will not be factored into the GPA. Possible reasons for this type of course audit may include:
  - a) A more proficient mastery of course content
  - b) A GPA improvement
  - c) A minimum grade requirement to qualify for a specific diploma type
3. **Online Courses:** Any course being retaken for any reason, including those listed above, must be retaken in a classroom setting with a teacher and all efforts will be made to make this possible. If scheduling conflicts prohibit the course from being retaken with a teacher, permission to retake a course through online software must be approved by administration.

### **E. Online Courses (APEX)**

1. APEX is an Internet-based academic program that allows students to complete certain high school courses online. Enrollment in



APEX courses is at the discretion of the AHS administration and Guidance Department. Students wishing to enroll in online coursework must make a request and a contract will be signed defining the expectations of online learning. The number of Apex seats available are limited and will be reserved for students who:

- a. Have a schedule conflict; their desired or required courses are not offered in class periods that fit their schedule.
  - b. Are credit deficit (has earned a failing grade for a semester term) and need to recover the credit to stay on track with the cohort, and scheduling conflicts prohibit it from being taken in a classroom.
  - c. Are requesting to take more classes than the school day allows.
2. Students will work at their own pace through the APEX course but will be expected to complete all assignments, quizzes, tests, and the final exam by a set date. A course start date, withdraw deadline, and the completion date will be set by the administration, guidance department, or Apex coordinator. These dates will be shared and agreed upon by students and parents through a contract signed prior to starting a course.
  3. The student will have 10 school days after the beginning date to drop or change the course. If the student does not withdraw from the class on or before 10 school days from the beginning date the student will receive an F.
  4. If no coursework is attempted within 20 school days of the beginning date, the student will be withdrawn with an F.
  5. The APEX coordinator, counselor, or administrator may intervene if a student's pace in the course suggests that it will not be completed on time. A pacing schedule may be imposed to guide the student, and checkpoints must be met. Failure to meet these expectations may result in disciplinary action at the discretion of the coordinator, counselor, or administrator.
  6. The student will take unit quizzes, unit tests, and a final exam, depending on the layout of the particular course. On unit quizzes and tests a score of 70% or higher is expected in order for the student to proceed on in the course. The student will have three attempts to achieve this score. If after 2nd attempt, student does not reach 70%, the student must show instructor the notes taken while listening to instruction. If he/she does not reach 70% then the student will have a second chance to take the unit quiz. To qualify for a third attempt, the student must show the teacher that he/she has completed the study guide for that unit quiz or test. If the notes are sufficient, instructor will reset quiz for 3rd attempt. If more attention to instruction is necessary, teacher will require more adequate notes be taken first before resetting quiz for 3rd attempt. The student will be awarded the highest score received in those 3 attempts, which will be recorded in the grade book. The coordinator has the discretion to permit progress if a 70% score is not achieved. Once he/she scores 70% or higher on a quiz, it may not be retaken.
  7. Unit tests and the final exam must be proctored at the school by the coordinator. The final exam may only be attempted one time. Any handwritten notes the student has for that class may be used on the unit quizzes, tests and final exam.
  8. Any student found to not be doing his or her own work APEX course work will be removed from the APEX course entirely and will receive a failing grade. Academic dishonesty will not be tolerated

## **F. WRCTE Vocational Classes**

Wabash River Career Technical Education has several career and technical education programs in which junior and senior students may enroll for up to 3 hours of the school day. Many of these programs allow students to earn college credit or workplace certification. Students must be on track to graduate in order to enroll with WRCTE classes. Please discuss these options and application process with the guidance counselor during scheduling.

## **G. Work Based Learning**

Work Based Learning allows students to work at a place of employment during the school hours. Students will earn credits as they will complete classroom work focused on employability skills. Students must be on track to graduate in order to enroll with work based learning class. Please discuss this options and application process with the guidance counselor during scheduling. In the event that a student has failing grades for their scheduled courses, an early release from school during the school day may be discontinued to provide the student extra study time in order to ensure all necessary credits for graduation are earned.

## **H. Advanced Placement Courses and Exams**

It is recommended that students include Advanced Placement courses in their schedules when possible. Students will be encouraged to take the subsequent Advanced Placement exam in May, but not required to do so. However, taking the Advanced Placement exam is required if using the class to meet a requirement for the Academic Honors and/or Technical Honors Diplomas. Students are asked when making the decision to take the Advanced Placement exam to do so with commitment. Due to the required timing of placing an Advanced Placement exam order (late fall), a student who chooses to drop his/her Advanced Placement course for the spring semester after the exam order has been placed will be responsible for paying the unused exam fee of approximately \$40. The fee will be collected at the time of withdrawal from the course.

## **II. ENROLLMENT**

### **A. Classification of Students**

Students will begin high school and be part of a cohort for the next four years (ex. 1st year – Freshman, 2nd year – Sophomore, 3rd year – Junior, 4th year – Senior).

### **B. Demographics**

Any change in address or telephone number should be reported to the office immediately. This is essential in case the school must contact the parents for any reason. It is the responsibility of student and family to update his/her address and phone number. The information can also be changed through Harmony's family access. Please contact the office to make these changes or acquire login information.

### **C. New Admissions / Enrollments**

ACSC office staff will request records from the previous school of a new student wanting to enroll. The guidance counselor will outline a schedule of classes that best fit the student's needs. If the student had not been previously enrolled in school for that semester, administration reserves the right to conduct a diagnostic test to get an accurate academic age so that proper course placement can be achieved.

### **D. Withdrawals**

Students withdrawing from the Attica Community School Corporation need to contact the administration to initiate the withdrawal process. Students need to be prepared to return all books and equipment, such as the PLD. Students also need to pay any outstanding bills owed to the school. If orders have been made for class ring, pictures, yearbook, or other articles, check with the sponsor involved and make arrangements for cancellation. Parent permission is required for any student under the age of 18 that wishes to withdraw. An exit interview is required for any student under the age of 18 wishing to pursue a GED. An appointment with the administration is needed for an exit interview. Consent for exit from school prior to the age of 18 will only be provided if the withdrawal is due to financial hardship, illness, or by order of the court that has jurisdiction over the student. (IC 20-33-2-9) Students withdrawing under the age of 18 will lose driver's permits/licenses until the age of 18 (IC 20-33-2-28.5).

## **III. GRADUATION**

### **A. Commencement**

No student will be permitted to be in Commencement exercises unless such student has completed all academic requirements of the State Department of Public Instruction and the Attica Consolidated School Board's adopted policies. Students are expected to have all fees associated with textbook rental, technology, and school lunch paid in full before participation in commencement.

### **B. Early Graduation**

All students are expected to stay on track in earning the minimum requirement of 40 credits needed for graduation. Students that wish to graduate early (after 6 semesters) will be considered a junior graduating early and not seniors for purposes of homecoming/prom court, senior superlatives, scholarships, and other senior activities/honors. Terms of early graduation must be agreed upon by student, parent/guardian, and counselor.

### **C. Scholarships**

Information about the many scholarship opportunities available to ACSC students can be found on the guidance webpage (<http://www.attica.k12.in.us/Guidance.aspx>) and the Western Indiana Community Foundation webpage (<http://www.wicf-inc.org>). Please contact the guidance office with any questions

### **D. Valedictorian / Salutatorian**

1. The recognition of Valedictorian and Salutatorian will be based on grades at the end of the 8th semester of high school work. To be eligible for consideration for Valedictorian or Salutatorian the student must have attended their last five (5) consecutive semesters at Attica Jr/Sr High School. Selection of Valedictorian and Salutatorian will be based upon a hundredth of a point using the four point grade scale. Scores will be rounded to the nearest hundredth.
2. Students applying for scholarships after their 7<sup>th</sup> semester will utilize current class rank at the time of application. It will be at the principal's discretion whether to declare the Valedictorian and Salutatorian after the 7<sup>th</sup> semester, but final class rank will be determined upon completion of the 8<sup>th</sup> or final semester of school attendance.

### **E. Wall of Fame**

Graduating seniors with high achievement will be eligible for membership on the AHS Academic Wall of Fame. Five graduating seniors will be selected based upon class rank, diploma type, AP/dual credits earned, NHS participation, and SAT/ACT scores. The

members will be inducted at the spring senior awards ceremony.

## F. Graduation Requirements

1. All students wishing to graduate from ACSC must meet the graduation requirements set forth by the Indiana Department of Education. See the inserted *Diploma Requirements Worksheet* for more information.



**Attica Jr/Sr High School**  
40 credits required for graduation

### CORE40 with Academic Honors

(minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.\*\*
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### CORE40 with Technical Honors

(minimum 47 credits)

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following.
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys: Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information - Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66 , Writing 70, Reading 80.

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Students must take a math course or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> Must include "Preparing for College & Careers" <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

**\*\* Diploma requirements are pending changes from the Indiana Department of Education for the class of 2023 and beyond**

Updated 6/7/18  
ments Worksheet

## 2. Graduation Testing Requirements

- a. Cohort Graduating Classes of 2019-2022 must demonstrate mastery of the Indiana Academic Standards measured by the ISTEP+ Grade 10 English/Language Arts and Mathematics assessments.

Cohort Graduating Classes of 2023 and beyond must satisfy one of the multiple graduation pathways still be established by the DOE. Please see <https://www.doe.in.gov/student-services/student-assistance/academic-guidance> for more information.

## IV. GRADING / RECORDS

### A. Purpose of Student Evaluation

The purpose of student evaluation is to give teachers, parents, and students a sense of the student's progress through a given set of

reference points. It further allows the administration to gauge the progress of students individually and the student body as a whole through local, state, and national criteria. Also, formal evaluations enable students to gauge their progress in reference to their peers.

## **B. Grading**

Students are graded on homework, daily recitations and examinations. Grades are issued at the end of each nine weeks period. The grading system is as follows:

Grade percentage for calculating classroom work.					
	%	Points		%	Points
A	94-100	4.0	C	74-76	2.0
A-	90-93	3.7	C-	70-73	1.7
B+	87-89	3.3	D+	67-69	1.3
B	84-86	3.0	D	64-66	1.0
B-	80-83	2.7	D-	60-63	0.7
C+	77-79	2.3	F	0-59	0.0

## **C. Semester Grades**

Semester averages will be calculated using the letter grade earned for each nine weeks plus a letter grade of the semester exam (40% 1st 9 week period, 40% 2nd 9 week period, 20% semester exam). Students must pass both 9-weeks or one (1) nine week and the final exam with an overall passing percentage to receive credit for the class.

## **D. Cheating / Plagiarism**

Presenting another's ideas or words as your own without crediting the source is considered plagiarism. Changing words in an original source is not enough to prevent plagiarism. Retaining the ideas without citing the original source may be considered plagiarism. Claims of ignorance will not excuse the offense.

Cheating is not limited to copying or using notes on exams but includes copied homework, assignments and assigned classroom work. Individuals who share required graded classroom assignments, exams or tests, or have plagiarized will receive the same consequences listed below as follows:

The following procedures are to be applied on nine weeks' basis:

**1st offense** - "0%" (calculated as 0% in figuring grades for the assignment in question).

**2nd offense** - "F" for nine weeks grading period

**3rd offense** - "F" for semester average

Further discipline may be issued at the discretion of the administration.

## **E. Incomplete Grades**

1. An "INCOMPLETE" on a grade record must be removed by completion of required work one week after the previous grading period ends.
2. Work not completed within the required period of time will be noted as failing and an "F" shall be assigned for the grading period. No credit shall be given.
3. Situations occurring within 2 weeks of the end of a grading period will be reviewed by the administration on an individual basis.

## **F. Grade Reports**

Report cards are finalized and published at the end of each 9 week quarter. Reports are always available for parent or student review through web access. Contact the school office for web access. Parents have the ability to set up daily notifications to a phone to send grade alerts.

## **G. Homework / Makeup**

Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunity for

enrichment activities.

Teachers and principal will develop strategies of instruction to include homework appropriate for the students and their educational needs. The strategies will consider assignments of other teachers, individual differences in students, and other factors that may affect the home as an extension of the classroom.

**MAKE-UP WORK** – All students should be permitted to make up all class work missed, except for truancy. Books or locker materials may be picked up by parents or classmate by contacting the office during the school day, or arrangements may be made electronically between the student, parent, and teacher. The following conditions should be followed:

1. The request for the make up must be initiated by the student immediately upon return to class.
2. The deadline for make up is set by the teacher who will allow at least one day for every day of absence.
3. The student should be encouraged to discuss make up work with teachers ahead of the time for an arranged absence.
4. Students will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of absence. If the assignment or test was announced (verbally or on a written assignment sheet) prior to an absence, the student will be responsible for the assignment or test on the day following the absence. This section applies to school sponsored field trips, also.
5. Every effort should be made by the student to communicate with teachers electronically in order to expedite the makeup process and to keep up with missed classes.
6. A student must be absent for three (3) consecutive full days extended illness before a homework request will be honored by the guidance office. Guidance office personnel will make available textbooks and locker materials upon request for absences of less than three (3) days.
7. Parents must make arrangements for pick up of requested work. This work should be turned in completed by the student upon returning to school. The request must be made before 9:30 a.m. to enable the paperwork to be completed by the guidance office and staff.
8. The administration reserves the right to act on an individual case.
9. Students should note that homework, tests, and all class activities are expected to be made up following excused absences.

## **H. Honor Roll**

1. The Honor Roll at Attica Jr/Sr High School is divided into two (2) groups, those with all "A's" and those with "A's" and "B's". All classes taken apply toward Honor Roll eligibility - this includes Junior High rotation classes.
2. Graduating seniors with high achievement will be eligible for membership on the AHS Academic Wall of Fame. Five graduating seniors will be selected based upon class rank, diploma type, AP/dual credits earned, NHS participation, and SAT/ACT scores. The members will be inducted at the spring senior awards ceremony.

## **I. Jr. High Promotion**

Parents of junior high students who receive F-grades in classes will be notified at the end of the school year and may be given an opportunity to discuss their child's situation with the administration. Successful summer remediation may be one viable means of promotion/placement for students with deficient grades.

## **J. Scholastic Honor Jackets**

Students who earn all A's or all A's and (1) B or B+ (B- does not qualify) during three out of the most recent four semesters of their high school career will receive a Scholastic Honor Jacket and academic patch.. If a school jacket has already been earned on the merits of music or athletics, the student will be given the academic patch. Chevrons will be awarded for each semester following using the same grade criteria.

## **K. Grade Point Average**

1. High school courses taken prior to entering the 9th grade *will* be used in calculating the GPA index. If a student wishes to retake the course during their high school years (grades 9-12), the grade earned prior to 9th grade will be replaced by the grade earned during grades 9-12.
2. Apex and other online courses will be used in calculation of the GPA.
3. College courses taken for college and high school credit by permission of the Principal will be calculated in the student's GPA index and added to the student transcript.
4. Students seeking permission to enroll in courses on the college level must be on track to complete required courses for graduation at Attica High School. Courses at the college level cannot supersede or replace courses at the high school unless

permission is given under special circumstance of scheduling conflicts or through dual credit arrangements. Student athletes desiring to take college classes and high school classes are to check with the Athletic Director for IHSAA athletic eligibility.

## **V. ATTENDANCE**

### **A. Absence Procedures**

In order for students to effectively learn, regular school attendance is vital. The State of Indiana mandates a school corporation to include 180 student attendance days in its calendar each year. All students at Attica Jr./Sr. High School are expected to be in school on all school days. It is the responsibility of parents/guardians to ensure that their school-aged children are in school. Students who have good attendance generally receive higher grades, enjoy school more, and are much more employable after leaving school. The attendance policy at Attica Jr./Sr. High School has two distinct classifications of absences: "excused" and "unexcused". Severe consequences will be the result of poor school attendance. Consequences include but are not limited to:

- Student's poor academic performance,
- Alternative Classroom/Out-of-school alternative placement, and/or
- Legal ramifications placed upon the student and/or the parent/guardian

#### **1. ABSENCE PROCEDURES:**

Parents, the following are procedures to follow when your child must be absent from school:

- A TELEPHONE CALL TO THE SCHOOL (762-7000) MUST BE MADE ON EACH DAY OF A STUDENT'S ABSENCE. NOTIFICATION FOR MULTIPLE ABSENCES MAY BE MADE AT THE TIME OF THE FIRST CALL. PLEASE LEAVE A MESSAGE ON THE ANSWERING MACHINE IF CALLING AFTER HOURS OR WITH THE RECEPTIONIST IF CALLING DURING THE SCHOOL DAY (7:30 A.M.-3:45 P.M.) CALLS MADE AFTER 8:30 AM MAY STILL RESULT IN AN AUTOMATED PHONE CALL FROM THE SCHOOL TO VERIFY YOUR CHILD'S ABSENCE. THIS CALL DOES NOT NECESSARILY EXCUSE THE ABSENCE. ONLY ABSENCES APPROVED BY ADMINISTRATION OR DOCUMENTED BY A PHYSICIAN'S OFFICE OR OTHERWISE FITTING THE DEFINITION OF EXCUSED ABSENCES BELOW WILL BE CLASSIFIED AS EXCUSED.
- Students visiting a doctor, dentist, etc. during part or all of the day MUST bring an official appointment form from the physician upon return to school. The form must indicate the time and date of the appointment to be considered excused.
- All work missed the day of an absence is expected to be completed in a timely manner as approved by classroom teacher.
- In general, students will not be held accountable for making up assignments or tests the day following an absence (excused) if the work was announced during the time of the absence. If the assignment or test was announced prior to the absence, the student will be responsible for the assignment or test the day of the exam.
- It is the student's responsibility to request missed assignments/tests due to an absence.

### **B. State Guidelines**

The following events are not counted as absences in accordance with Indiana Law IC 20-33-2-14-17;

- Serving as a Page or honoree in the Indiana General Assembly.
- Being a witness in judicial proceedings. This includes any required court appearance such as for probation hearing (subpoena).
- Helper to a political candidate, political party, or to a precinct election board on the date off an election.
- National Guard Duty.

Prior to the absence, arrangements need to be made with administrative approval, otherwise the absence will be recorded as unexcused

### **C. Excused Absences**

The administration realizes that certain absences, in addition to those listed above, are reasonable and are acknowledged by Attica Jr./Sr. High School as excused absences. Those absences are as follows:

1. Serious illness or personal illness requiring a physician's care; a statement from the physician indicating specific dates of absences is required.
2. Absence due to the death and/or funeral of member of the household and immediate family.
3. Medical, dental, or other clinic appointments; a statement from the medical office indicating specific dates of absences is required.
4. Absence due to Quarantine.
5. Exclusion from school because of exposure to contagious disease.
6. Absence as a result of the student being sent home by the school nurse or administration due to illness, the student will receive an excused absence for that day only. In order for additional days to be counted as excused, a phone call must be received from parent/guardian.
7. Absence (maximum 120 minutes as allowed by law) for part-time religious instruction with an established church or group of churches.

8. Senior college visitations limited to 2 days upon the presentation of a pre-arranged appointment letter or phone call by a college admissions representative to administration. These days cannot be used prior to or following school vacation date(s). Upon return the student must present his prearranged excused absence form accompanied by university personnel signature in order to receive an excused admit. Two (2) additional college visitations may be available for students that maintain a cumulative grade point average of 3.0 or above and a 95% attendance rate for the current school year.
9. Juniors may request one (1) college visitation day during the second semester upon presentation of a pre-arranged appointment letter, or phone call by a college admissions representative to administration. One (1) additional college visitation may be available for students that maintain a cumulative grade point average of 3.0 or above and a 95% attendance rate for the current school year. The same protocol for senior college visitations will apply (see h).
10. Military examinations. Appropriate military notification required.
11. Educationally related non-classroom activity that meets the following criteria:
  - a. Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
  - b. Facilitates the attainment of specific educational objectives.
  - c. Is part of the goals and objectives of an approved course or curriculum.
  - d. Represents a unique educational opportunity.
  - e. Cannot reasonably occur without interrupting the school day.
  - f. Is approved in writing by administration prior to the absence.
  - g. Participation in the Indiana State Fair
  - h. Out of School Suspension
  - i. Other absences as approved by administration

## D. UnExcused Absences

Absence reasons not listed will be considered unexcused. Students with absences that are unverified (no note or phone call) by the beginning of the next school day will be considered truant. Parents of students with an unverified absence will be notified with an automated phone call the morning of such an absence. Parents will be notified by email/ on the 4th unexcused absence of the semester. The administration may intervene with an attendance contract upon the 6th unexcused absence of the semester that applies a guideline of consequences for continued unexcused absences. Students may be referred to the Fountain County Truancy Mediation program upon the 10th unexcused absence of the school year. Students may lose credit for the courses after the 10th unexcused absence of the semester. The principal may recommend removal of the student from AHS for extreme unexcused absence situations

## E. Early Release / Late Arrival

Students needing to leave school early or arriving late must register through the Administration office. If needing to leave the premises the student must obtain a yellow passport from the office in the morning before school starts. A passport will not be given unless parental/guardian note or call is obtained beforehand. This slip will permit the student to leave the classroom at the desired time. All students leaving school ill must report through the nurse or administration before leaving the campus. If permission is not granted and the student leaves for whatever reason, the student may be subject to truancy violations.

## F. Habitual Truancy

**SECTION 18. IC 20-33-2-11, AS ADDED BY HEA 1288-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]:**

Sec. 11.

- (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:
  - (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
  - (1) a definition of a child who is designated as a habitual truant, **which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10 ) days of school in one (1 ) school year;**
  - (2) the procedures under which subsection (a) will be administered; and
  - (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall

continue. The periodic reviews may not be conducted less than one (1) time each school year.

- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
  - (1) February 1; and
  - (2) October 1;

of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.

P.L. 121-1989, effective July 1, 1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. At least a second suspension from school for the school year;
2. An expulsion from school; or
3. A student under the age of 18 who withdraws from school before graduating.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit re-validated upon the earliest of one of the following events:

1. The student turns 18
2. 120 days after the student is suspended or 180 days after the student is expelled; or
3. The suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20-8.1-5.1.

The law requires school officials to report to the Bureau of Motor Vehicles:

1. That a student is ineligible for a license or permit because the student has been suspended out-of-school (at least two times), expelled, or excluded; and
2. When a student has been suspended out-of-school (at least two times), expelled or excluded.

Enclosed please see forms that will be used for reporting to the Bureau.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. At least 13 but less than 15;
2. A habitual truant; and
3. Identified in a list submitted to the Bureau of Motor Vehicles until the student turns 18.

A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or permit. The appeals procedure for IC 20-33-8-19 (hearing process for reinstatement of driving privileges) are available through the Superintendent's office.

As directed, the Attica School Corporation defines a HABITUAL TRUANCY, as a student who has been suspended from school, for reasons of truancy, 3 times in a school year.

Truancy cases will be handled in the following manner:

1. 1st truancy will result in a 3-day alternative classroom placement, after which a conference will be held with student and parents. This will serve as a warning in regard to further violations and penalties.
2. 2nd truancy will result in a 5-day alternative classroom placement in addition to P.L. 121-1989 being acted upon.
3. The 3rd truancy will result in alternative placement pending expulsion for the school term. Students are reminded that previous alternative placements for the school year pertaining to the disciplinary situations may supersede listed consequences and can result in a more severe consequence than listed.

## **G. Errands During School**

In the rare event a teacher approves a student's leaving school for a class related reason, the student must report to the Main Office to call his/her parents/guardians for their permission to leave the building. UNDER NO CIRCUMSTANCES WILL STUDENTS BE PERMITTED TO LEAVE THE BUILDING WITHOUT ONE OF THE OFFICE PERSONNEL TALKING WITH THE PARENT/GUARDIAN AND RECEIVING PERMISSION FOR THE STUDENT IN QUESTION TO LEAVE. The student must sign in and out upon approval.

## **H. Tardies**



Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives to school after the start of the day, or to class after the bell has rang to start the period they will be assessed a tardy. For a tardy to be excused, a doctor's note or other documentation consistent with the Attendance Policy for excused absences from school must be submitted at the time of the tardy.

Tardiness is part of attendance and is not acceptable in school, industry, or business. Tardiness is defined as coming to the classroom after the starting time without proper authorization. Students arriving late to class will be assessed a tardy to class.

Penalties for tardiness per 9 week period:

1. On the 5th cumulative tardy to classes the student will be assigned a lunch detention.
2. On the 6th cumulative tardy to classes the student will be assigned a one hour after school detention.
3. On the 7th cumulative tardy to classes the student will be assigned a 2 one hour after school detentions.
4. On the 8th cumulative tardy to classes the student will be considered insubordinate and assigned consequences as deemed appropriate from administration.

Students arriving more than five minutes tardy to class without a pass may be assessed an unexcused absence from that class and assigned a 1 hour after school detention.

## **VI. STUDENT CONDUCT**

### **A. Student Discipline Philosophy**

The foundation and success of public school education depends on the fundamental concept of self-discipline. It is self-discipline which will allow all individual rights afforded them by our Federal and State Constitutions and legal codes. Certain standards of student conduct are necessary to insure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for development and maintenance of self-discipline falls to the cooperative efforts of the students, parents, teachers, administrators, and the community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the individuals is delegated by the Attica Consolidated School Board of Trustees to responsible officials within the School Corporation. The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning situation.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort to help students attain acceptable self-discipline standards. However, in the absence of self-discipline, the Superintendent, Principal, and administrative personnel, teacher, or staff of the school corporation placed in charge is authorized to take certain actions which are reasonable and necessary to help any student to further school purposes or to prevent any interference with the educational process.

Some types of misconduct are more serious than others and require different approaches and clearly defined actions. Reprimand, corporal punishment, referral to special school personnel, loss of special privileges, "in-school" alternative placement, out of school suspension, and community service hours-with parental permission are some of the devices that are available to school personnel in dealing with pupils involved in school discipline problems. Any of the devices of misconduct will subject the student to alternative classroom, suspension, or expulsion from school.

### **B. Progressive Discipline Steps**

The judgment of school personnel constitutes a warning, and these warnings will be cumulative throughout the school year. Each teacher will establish and maintain rules for desirable student behavior.

- an informal warning will be given by the teacher or staff member when a violation has occurred, if the warning is ignored and behavior continues, formal verbal warning will then be given and the teacher may use classroom management techniques to address the student.
- if the formal verbal warning is ignored, the student will receive a written conduct report. The student may then be removed from class, assigned a lunch detention, and parents/guardians may be notified.
- two written conduct reports in any combination of classes or school activities will result in a one hour after school detention and a notice being sent home to parents/guardians.
- three written conduct reports in any combination of classes or school activities will result in 2 hours of detention and a notice being sent home to parents/guardians.
- four written conduct reports in any combination of classes or school activities may result in a one day placement in the ac room. parents will be notified directly by the principal or his designee.
- with the fifth and any additional written conduct reports in any combination of classes or school activities, the student may be placed in the alternative classroom or suspended out-of-school for a set number of days as determined by administration. Administration may require a conference with the parent, student, and school administration prior to the student returning to class.

Continued written conduct report may warrant expulsion.

#### **SEVERE CLAUSE**

In certain instances, the student will be sent directly to the administration and, upon judgment of the administrator, some negative behaviors may be deemed so severe that some, or all, of the preliminary steps may be bypassed, and alternative classroom assignments, out-of-school suspensions, or expulsions may be imposed. A conference with the parent, student, and school administration will be required prior to the student returning to class.

### **C. Rules of Conduct**

In an effort to maintain consistency in discipline, misconduct on the part of students will be addressed by the administration and staff using the progressive discipline steps listed above. The "step system" will be used for each case as a way of identifying the severity of the particular incident. Previous disciplinary actions issued throughout the current school year will be utilized in determining consequences for additional misbehavior(s).

The Attica Consolidated School Corporation Board of School Trustees declares as School Board Policy that certain major student misconduct may be grounds for alternative placement and/or expulsion of students from school in accordance with the "Student Due Process Law" (Public Law 162 as amended by the Public Law 218 in 1973). Such misconduct is defined to include but not limited to the following acts:

SECTION 1 Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment (sexual or verbal), or other comparable conduct constituting an interference with school purposes or the operation of a school or urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon.

SECTION 2 Occupying any school building or school grounds without permission of the School Corporation; blocking the entrances or exits of any school building; setting fire to or substantially damaging any school building or property; firing, possessing, displaying or threatening use of firearms, explosives or other weapons on the school premises or during an educational function.

SECTION 3 Any student who continuously and intentionally makes noise or acts in any manner so as to interfere seriously with the teacher's ability to conduct the educational function under his/ her supervision.

SECTION 4 Causing or attempting to cause substantial damage to school or personal property, stealing or attempting to steal school or personal property of substantial value or repeated damage or theft involving school or personal property of small value.

SECTION 5 Intentionally causing or attempting to cause substantial damage to valuable private property, on school grounds or during an educational function or event off school grounds or repeatedly damaging or stealing private property of small value.

SECTION 6 Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause injury to a school employee or guest.

SECTION 7 Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at an educational function or athletic event. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of the provision. Any student found in violation of this section will receive alternative placement with possible expulsion.

SECTION 8 Threatening or intimidating any student for the purpose of or with the intent of obtaining money or something of value from the student.

SECTION 9 Possessing, handling or transmitting any object that can be considered a weapon, which includes firearms, explosives, and knives.

The following devices are considered to be a firearm under this rule:

- a. Any weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
- b. The frame or receiver of any weapon described above
- c. Any firearm muffler or firearm silencer
- d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device
- e. Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel.
- f. Any combination of the parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

A student who is identified as bringing a firearm to school or on school property, or in possession of a weapon on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end

of the one (1) year period. May be modified by the Superintendent on a case-by-case basis.

**SECTION 10 SUBSTANCE ABUSE** It is a violation of the disciplinary code of Attica Jr/Sr High School to: possess, provide to another person, or be under the influence of any substance which is or contains: alcohol, marijuana, a stimulant, an intoxicant, a narcotics, depressants, hallucinogens or any muscle or body enhancing product whether by prescription or sold over the counter (without a prescription) or any substance represented by the provider to be of the listed substances:

- a. On the school grounds at any time,
- b. At any school sponsored activity at any location including corporation sponsored transportation, and
- c. Within one thousand (1000) feet of corporation owned property. Any student found in violation of this section will receive immediate alternative placement pending expulsion procedures.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for the student does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the Administrator in charge of discipline before possessing, using or providing the medication or substance.

It is a violation to: possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of: alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens:

- a. On school premises at any time or,
- b. At any school sponsored activity at any location including the school bus. Examples are: pipes, rolling papers, clips, *items referred to as "look a-likes"*, or any device deemed inappropriate for school purposes.

Students who are tested under the reasonable cause criteria will be subject to the following discipline code:

- Reasonable Cause – Drugs and/or Alcohol
  - o First Offense
    - Authorities notified if criminal offenses or probationary violations are involved
    - Retest required at a later date
    - Out-of-School Alternative Placement (5-day minimum)
    - Extracurricular or athletic participation suspension including the loss of driving privileges for no less than 5 weeks
    - Non-compliance may result in expulsion
  - o Second Offense
    - Authorities notified if criminal offenses or probationary violations are involved
    - Retest required at a later date
    - Out-of-School Alternative Placement (10-day minimum) with possible recommendation for expulsion
    - Extracurricular or athletic participation suspension including the loss of driving privileges for one calendar year
    - Non-compliance may result in expulsion

**SECTION 11** Engaging in the unlawful selling of narcotics or other violations of criminal law, which constitutes a danger to other students, or constitutes an interference with school purposes.

**SECTION 12** Failing in a substantial number of instances to comply with directions of school employees during any period of time when student is properly under their supervision where such failure constitutes an interference with school purposes. This includes engaging in indecent, lewd, vulgar or offensive speech or conduct.

**SECTION 13** Engaging in any activity forbidden by the law of the State of Indiana, which constitutes an interference with school purposes.

**SECTION 14** Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Policy, or habitual tardiness to school. This provision includes truancy from individual classes throughout the school day, as well. A student who has been found to be truant for the third time in a school year is considered a "habitual truant". The school principal may withdraw the designation of "habitual truant" when the student has attended school for 180 days without another truancy. In accordance with Indiana Code 20-8.1-3-17.2 any person, while of the ages 13 and 14 who is determined to a "habitual truant", cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record. Habitual tardiness is defined as any student being late to school upon the fourth time without a parent note/call per semester.

**SECTION 15** Harassment of any student or staff member where that behavior is abusive, intimidating, or degrading in any way. This includes, but is not limited to, verbal harassment, written harassment, telephone harassment, and harassment generate through electronic mean.

**SECTION 16** Sexual harassment is defined as unwanted and unwelcome behavior toward another person. This can include touching, grabbing, spreading sexual rumors, sexual comments, name calling, cartoons/pictures, sexual messages/graffiti, mooning, pulling down someone's pants, catcalls, whistles, bra-snapping, forcing a kiss on someone, pressure for sexual favors, or other behaviors determined to be sexual. Violations sexual harassment will be handled on an individual basis. Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action. Students are apprised that sexual harassment can be prosecuted by law.

Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

**SECTION 18** Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates substantial risk of harm to the student to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, grade level, activity or organization. Hazing includes but is not limited to:

- a. Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- b. Any activity involving the coercive consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
- c. Any coercive activity involving actions of a sexual nature or the simulations of actions of a sexual nature.
- d. Any coercive activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
- e. Any coercive activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

## **D. Bullying**

### **SECTION 17 - Bullying**

1. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
2. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - A. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - B. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - C. Has the effect of substantially interfering with the targeted student's academic performance; or
  - D. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following.
4. Participating in a religious event.
5. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
6. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
7. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
8. Participating in an activity undertaken at the prior written direction of the student's parent.

## **E. Exclusion / Expulsion**

The Attica Consolidated School Board of Trustees declares as School Board Policy that the following conditions are grounds for exclusion of any student from school pursuant to the "Student Due Process Law".

**SECTION 1** Any student who has a dangerous communicable disease, which poses a substantial threat to the health and safety of the school community.

**SECTION 2** Where any student's immediate removal is necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes. This includes activities during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **DUE PROCESS PROCEDURES**

In the event the principal decided to recommend expulsion or exclusion, he must, by the end of the five day period, file these recommendations in

writing to the Superintendent and mail a copy of his written recommendations to the student and parent by certified mail—referred to as “written charge”.

If the superintendent deems that there are reasonable grounds for investigation or that an investigation is desirable, he shall within one school day after charge is filed appoint a hearing officer.

The hearing examiner shall within two school days after he is appointed or such additional time not to exceed 2 school days as is reasonably necessary, give a notification to the student and his parent, custodian or guardian. This notification will be mailed via certified mail. Such notification shall include the rule or standard of: conduct allegedly violated; the acts of the student alleged to constitute a cause for exclusion or expulsion (including a summary of the evidence to be presented against the student); the penalty to which the student may be subject; the time and the place of the hearing; a description of the hearing procedure provided; a statement that the student will have the right to investigate all documents and affidavits that have a bearing on the case and the name of witnesses.

Following the hearing the examiner shall make a recommendation but he cannot invoke a penalty more severe than that recommended by the principal. The hearing examiner's recommendations and findings and the Superintendent's decision shall be promptly mailed by certified mail to the student and his parent.

The student may within 10 days of the date the written decision is mailed by certified mail to the student and his parent appeal the decisions to the Attica Board of School Trustees. The Board of School Trustees may alter the Superintendent's decision if it finds his decision is too severe. The written decision of the Board of School Trustees shall be sent by certified mail to the student and the parent.

At any time within thirty days from the date of the Board of School Trustees, the decision is mailed to the student and his parent the student may appeal the decision to the Fountain Circuit Court.

Full details of the rules and regulations and “Due Process Procedure” of the Attica Consolidated School Corporation are available to any parent, guardian or student in the Superintendent's Office at 205 E. Sycamore Street, Attica. Alternative Placement means disciplinary action in which a student is removed from school attendance for a period of not longer than 10 days. Expulsion means a disciplinary action whereby a student is suspended from school attendance in excess of “10” days. A student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by the governing body of the Attica Consolidated School Corporation. All expulsions are subject to review by the administration for possible student reinstatement. Students expelled from other school corporations will not be permitted to enroll until expulsion dates have been completed. Exclusion means an action in which a student is suspended from school attendance for an indefinite period of time pursuant to the section of “Student Discipline-Exclusion.”

## **F. Restraint / Seclusion**

A student will not be subject to seclusion or restraint unless the student's behavior poses an immediate risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent and guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion and restraint.

Students' conduct, in or out of school, shall be such as:

1. Not to reflect discredit upon their school or not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
2. Any student who admits to or is found guilty of a criminal act, or an act that would be considered criminal for an adult and is considered to be a juvenile delinquent may receive SOCIAL EXCLUSION for not less than two weeks as assigned by the principal. The second such violation shall cause that student to receive social exclusion for a period of not less than one full calendar year. Any such act, committed within the school and handled by the school, will result in the same consequences.

Social exclusion is defined as allowing the student to attend classes, but the student will be excluded from activities beyond the classroom. The decision to place a student on social exclusion will be made by the student's principal. Each student shall have the right to appeal this decision. The appeal process shall begin with the principal. Further appeals shall be made to the superintendent, with final appeals heard by the school board. The sponsor of any activity will still retain the right to set rules and determine punishment if those rules are broken.

The seriousness of the student's conduct will determine the length of social exclusion. Any student who is determined by the juvenile court system to need “Informal Adjustment” will be placed on probation by the principal. Any student who commits a criminal act in school and is determined to need “Informal Adjustment” will be placed on probation by the school for a period of time, which will be determined by the principal. STUDENTS ARE REMINDED THAT SOCIAL EXCLUSIONS MAY BE USED IN LIEU OF EXPULSION.

Students who demonstrate a repeated pattern of being tardy to classes during a school day will be placed on SOCIAL RESTRICTION. On social restriction, the student will not be allowed to utilize the scheduled passing periods. Rather, they will be given an alternate passing period once the next period tardy bell rings. They will only be allowed to proceed to their next classroom once the bell rings. Continued demonstration of

tardiness may result in being escorted from class to class by a staff member.

## **G. Detentions**

Detention will be used as a disciplinary action to correct unacceptable behavior. In some instances a detention will be used as an alternative to suspension from classes. Detention will be held on Tuesday and Thursday (or other days designated by administration) each week, from 3:00-4:00pm, and supervised by a staff member.

Failure to attend an assigned one (1) hour detention will result in 2 hours of detention being assigned. Failure to attend further detentions can result in AC or out of school suspension.

### **RULES FOR DETENTION**

1. One (1) hour detention will begin 5 minutes after the final bell and continue for 60 minutes. At the beginning of each detention students will be required to silence and store all electronic devices.
2. Anyone late for detention will not be allowed to stay or given credit unless authorized by the supervisor.
3. Students, along with their parents, will be responsible to arrange their own transportation.
4. No talking will be permitted unless a student raises their hand and is given permission to speak.
5. Students must not leave their assigned seats unless they are given prior permission by the supervisor.
6. Sleeping, leaning back in chairs and resting the head on the desk will not be tolerated.
7. No gum, candy, or other edibles are allowed.
8. Students are required to work on assignments or review class materials during detention. Students without homework or review material need to read or do study materials provided by detention supervisor. Games (including electronic games) will not be allowed.
9. All school rules apply to students while they are in detention.
10. A lack of cooperation during detention, or failure to report for an assigned detention, will result in two (2) hours of detention assignment. Further incidents will be addressed by administration at their discretion.
11. Students are reminded that previous alternative placement for the school year pertaining to other disciplinary situations may supersede listed consequences and can result in a more severe consequence than listed.
12. An out-of-school alternative placement may be assigned to the student where an Alternative Class is warranted after a student has served three (3) Alternative Class assignments within a semester. Serious consideration will be given whether this type of consequences is achieving the desired outcome.
13. Students who are repetitively in detention will be required to complete social learning tasks at the discretion of the administration.
14. Detentions will not be rescheduled UNLESS a parent communicates a legitimate need at least 24 hours prior to the date of the assigned detention.

## **H. Out of school Suspensions**

Out of School Suspension is assigned in response to serious rule infractions, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. During a suspension, the student is in the care of the parents and should not be present on school grounds. Students who have been suspended from school are not allowed to participate or attend after school activities during their suspension.

## **I. Random Drug Screens**

The Attica Consolidated School Corporation random drug policy applies to students in grades 6-12 who participate in any existing and to be established extra-curricular activities during the school year. Students qualifying for this program are student athletes, cheerleaders, student drivers, and other extra-curricular activities listed in Section K "Extracurricular Activities." *Other extra-curricular activities established during the school year, although not listed also qualify under this policy.* With parental consent, students may also volunteer to participate in the random drug-testing program. A complete copy of the corporation Random Drug Testing Policies and Procedures is available to students at registration and in the AHS office.

## **J. Tobacco/ Smoking / Vaping**

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco / vaping related substances by all students and adults in school buildings, on school grounds, in school vehicles, or at any school-sponsored event.

There is to be no smoking or vaping, possession, or use of tobacco by students on school premises, school-owned vehicles, school-related activities or functions on and off school owned property at any time. E-Cigarettes and similar devices are considered to be in the realm of tobacco products.

The first time a student is found in violation of the above he/she shall receive an alternative placement out of school from all classes and extracurricular activities for 3 days. The second time he/she shall receive an alternative placement from school for 5 days, and upon the third offense he/she shall be expelled from school under the Due Process Laws. Students are reminded that previous alternative placements for the school year pertaining to other disciplinary situations may

supersede listed consequences and can result in a more severe consequence than listed.

All incidents will be processed in accordance with the Indiana State Statutes with a possible fine to be imposed by local law officials for a minor in possession of tobacco products.

Minors serve a punishment within the school but also are ticketed by the Fountain County Sheriff's Department or Attica City Police. This ticket requires the student to appear in juvenile court. The sentencing has been either a fine plus court costs OR tobacco education courses.

This program, along with other efforts, has increased the communication between the probation department, the juvenile court system, the Fountain County Sheriff's Department or Attica City Police and the Attica Consolidated School Corporation. In addition, an educational component has been built into the program. Tobacco is often a "gateway" to further experimentation with illegal drugs and our hope is this program will help stem the widespread use of tobacco by minors.

### **Tobacco Laws**

#### **1.The law defines Tobacco as:**

- a)Chewing tobacco**
- b)Cigars, cigarettes, and snuff that contain tobacco**
- c)Pipe tobacco(IC 35-46-1-1.7)**

#### **Anyone under the age of eighteen (18) may not:**

- a)Purchase**
- b)Accept**
- c)Possess tobacco products (IC 35-46-1-10.5)**

### **K. Student Dress Code**

1. All clothing must be worn so that undergarments do not show. Undergarments should not be visible through clothing. Underarm hair shall not be exposed when arms are raised.
2. All skirts, shorts, and dress lengths must reach at least to the fingertips (no higher) when standing erect with one's arms completely extended down one's side. Students are advised that although skirts/dresses may meet the length criteria, they may be deemed inappropriate if, when sitting, they go beyond mid-thigh.
3. Shoes or sandals must be worn at all times.
4. Shirts, buttons, or tags with messages must convey a positive message that does not symbolize or promote drugs, alcohol, smoking, tobacco, nudity, profanity or anything which is unacceptable to community standards. Messages with an implied double-meaning will not be tolerated.
5. No strapless shirts or midriffs of any kind are to be worn at anytime.
6. No hats, bandanas, sweat bands or any other head-wear are to be worn throughout the school day or in the school building. Students are expected to keep hats or head-wear in their lockers throughout the school day. Hats or head-wear will be permitted for special "dress-up" days as approved by the administration.
7. Dress must not cause disruption or distraction from the school process. If clothing is questionable, a teacher is to send the student to the office for review by a school administrator. The final decision will be made by the school official.
8. There will be adequate coverage of the body. Clothing with holes in areas that are offensive will not be permitted. Holes should not expose undergarments.
9. Generally, coats will not be an acceptable item permitted in the classroom. Should a classroom temperature be such that discomfort warrants the wearing of coats, the classroom teacher is permitted to let students do so. Students are reminded that this is at an individual teacher's discretion. Students are encouraged to keep a sweater in their lockers once cold weather arrives to prevent the potential violation of the coat policy. Students are not permitted to bring blankets to school at any time.

#### **First hour teachers will be the initial monitors of the dress code on a daily basis.**

Failure to comply will result in the student being held in office until a dress code-compliant change of clothes is brought in. If this is not possible, a garment will be given to the student to wear. Any time missed due to this infraction will be considered an unexcused absence from class or assessed a tardy to class.

#### **VIOLATION OF DRESS CODE - CONSEQUENCES (ALL YEAR):**

- 1ST OFFENSE** - Verbal warning and documented by teacher or Administration
- 2ND OFFENSE** - A one-hour after school detention assigned
- 3RD OFFENSE** - Two hours of detention assigned/Parent conference
- 4TH OFFENSE** - In-school alternative placement

Students are reminded that the previous alternative placements for the school year pertaining to other disciplinary situations may supersede listed consequences and can result in a more severe consequence than listed.

## **L. Cell Phone Policy**

Cell phones are not to be used by students during class time for any reason except for educational purposes directly supervised by teacher or administration. Cell phones are to be turned off during classroom time unless a teacher has given permission for them to be used for an academic purpose.. Cell phones may be used by students in the cafeteria during their lunch or during passing periods. **Cell phones may not be in use inside a locker room or restroom for any purpose.** Use of a cell phone in a locker room or restroom may result in suspension or expulsion. **Videeing, audio recording, and/or picture taking will not be allowed by students without school approval.** Failure to follow this policy will result in one of the following consequences:

**LEVEL 1 1 HR DET ASSIGNED** and cell phone held in office (Student picks up cell phone at end of day)

**LEVEL 2 2 HR DET ASSIGNED** and cell phone held in office (Parent picks up cell phone)

**LEVEL 3 AC** and cell phone held in office (Parent picks up cell phone)

**LEVEL 4 3-DAY AC** and cell phone held in office (Parent picks up cell phone)

**LEVEL 5 Court Assisted 3-10 day Alternative Placement**

**\*\*\* Important Notice to Students and Parents Regarding Cell Phone Content and Display \*\*\***

**Students that are sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be referred to the legal system.**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- “Child exploitation” is defined under I.C. 35-42-4-4(b) and is a Class C felony for any person/student to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18 or to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **M. Public Display of Affection**

The school is not the place for young men and women to openly display their affection for each other. Close, physical contact is not condoned by the school, and if situations persist then disciplinary action will be taken. No public display of affection will be tolerated beyond holding hands.

## **VII. SEARCH AND SEIZURE**

### **A. Lockers/ Bags/ Person**

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for student use. Students are encouraged not to share their lockers and locker combination with anyone. If you experience locker problems, please report the difficulty to office personnel. We ask that stickers not be placed inside or outside of lockers and that items displayed not be objectionable towards school and community standards. Anyone found vandalizing lockers might be subjected to suspension pending expulsion according to Section 4, Student Discipline - Rules of Conduct.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks shall be removed and destroyed. All searches shall be conducted by the principal or designee and may include all lockers and storage areas or a particular locker or group of lockers or a particular storage area. A student who uses a locker that is the property of the Attica Consolidated School Corporation is presumed to have no expectation of privacy in that locker and the lockers' contents.

THE LOCKERS AND STORAGE AREAS ARE SUBJECT TO REGULAR AND UNANNOUNCED GENERAL SEARCHES.



## SECTION 1

1. As used in this section "reasonable cause for a search" means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - a. Evidence of a violation of the student conduct standards contained in the Student Handbook.
  - b. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
2. The principal, or designee may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
  - a. Searches of the pockets of the student.
  - b. Any object in the possession of the student a purse or briefcase and/or;
  - c. "Pat down" of the exterior of the student's clothing.
  - d. Parent/Guardian will receive notification if their child was involved in a search.

## SECTION 2

1. Anything found in the course of a search conducted in accordance with Section 1,2 which is evidence of a violation of the Student Conduct Rules contained in the Student Handbook may be:
  - a. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
  - b. Turned over to any law enforcement officer in accordance with Section 3.
  - c. Returned to the parent or guardian of the student from whom it was seized.
  - d. Destroyed if it has no significant value.
  - e. Anything found in the course of a search conducted in accordance with Section 1,2 which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
    - i. Turned over to any law enforcement in accordance with Section 3.
    - ii. Returned to the parent or guardian of the student from whom it was seized.
    - iii. Destroyed if it has no significant value

## SECTION 3

1. The principal, or designee, may request the assistance of a law enforcement officer to:
  - a. Search any area of the school premises, or any student on school premises,
  - b. Identify or dispose of anything found in the course of a search conducted in accordance with this section,
  - c. A law enforcement agency having jurisdiction over the geographic area having a school facility containing student's lockers may: at the request of the school principal; and in accordance with the rules of the governing body of the Attica Consolidated School Corporation; assist a school administrator in searching a student's locker and the locker's contents.

## SECTION 4

1. Students enrolled in PE classes will be assigned a locker number in a designated PE locker room. Students are to provide their own lock, which must be approved by school personnel. PE staff will have locks available for students to purchase but will not keep a record of the combination.
2. It shall be the responsibility of the PE student to keep his/her belongings secure in the PE locker room by utilizing a locker and lock. AHS staff is not responsible for missing and unsecured items.
3. Should it be necessary for a staff member to search the contents of a PE locker, the student will be expected to remove his/her lock upon request. Refusal or inability to remove the lock may result in the lock being removed/destroyed without replacement. All "Locker/Search and Seizure Procedures" listed above apply to the PE locker rooms.

## USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

1. Metal Detector Random Checks
  - A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school

day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
  - C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
  - D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be conducted by school personnel who have been trained in the usage of metal detectors and/or law enforcement officers assigned to the school corporation. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
  - E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons/metal objects. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.
2. Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances. If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

## **VIII. TRANSPORTATION**

### **A. Busses**

- 1. Students riding school buses are under the direct supervision of building level administrators. The responsibility is delegated to school bus drivers to maintain order and report cases of disciplinary infraction to the administration. Any student found guilty of vandalism regarding school bus transportation will be subject to reimbursing the school for damaged items and a designated period of transportation suspension.
- 2. Students **are not** to bring items on the school bus that may distract the driver and/or risk injury to others. Items that are not to be transported via the school bus include, but are not limited to: balloons, flowers, animals and large objects. Students who must take such items to school, or who receive such items during the school day, should be transported by their parents. If the student is transported by bus, then any item that is not allowed to be transported will be stored in the school office for parent pickup.

### **BUS REGULATIONS**

- 1. Students are to ride assigned buses only and obey posted rules.
- 2. Students should be at pick up points on time. Allow extra time for inclement weather.
- 3. Bus drivers are in full charge of the riders at all times. Students are subject to detentions, suspensions, and/or expulsions from riding the bus or school attendance as a result of a disciplinary infraction. Listed below are the consequences:
  - 1st Misbehavior** - Written report - one day riding suspension (at the least) and parental notification by telephone.
  - 2nd Misbehavior** - 3 day riding suspension & parent, student conference with Principal or designee.
  - 3rd Misbehavior** - 5 day riding suspension, parent, student, Administration, transportation director, and Superintendent conference.
  - 4th Misbehavior** - Loss of transportation privilege for balance of school year.
- 4. Students are to behave in orderly manner when boarding, riding, and exiting the bus.
- 5. Before boarding the bus make sure the bus has come to a complete stop. Do not crowd the open door and remain on the curb.
- 6. Any type of behavior that threatens the health and safety of the bus occupants will not be tolerated.
- 7. **FAN BUS RULES.** If a student rides a fan bus to a game, they are required to ride back to school unless a note is received from a parent/legal guardian stating the student will not be riding back to Attica on the bus. This note must be given to the principal, athletic director, or bus driver. The person providing the ride cannot be another student.

## **B. STUDENT VEHICLE REGISTRATION AND PARKING**

### SECTION 1

The privilege of bringing a student-operated vehicle to school premises is hereby conditional on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow a search of the motor vehicle. This search may be conducted by the principal or designee in the presence of the student driver, owner of the vehicle, or parent or guardian. Refusal to allow access to a motor vehicle on the school premises at the time of a request to search the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. This search may be conducted by the principal or designee.

### SECTION 2

1. The principal or designee may request a law enforcement officer to search any vehicle on school premises.
2. The principal or designee may request a law enforcement officer to identify or dispose of anything found in the course of a search conducted in accordance with this section.
3. Where law enforcement officers respond to such request, no school employee shall assist or otherwise participate in any search conducted unless specifically requested.

### SECTION 3

1. Anything found in the course of a search conducted in accordance with Section 1 or 2 which is evidence of a violation of the student conduct standards contained in the student handbook may be:
  - a. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the Principal or principal's designee until it is presented at the hearing.
  - b. Turned over to any law enforcement officer in accordance with Section 2.
  - c. Returned to parent or guardian of the student from whom it was seized.
  - d. Destroyed if it has no significant value.
2. Anything found in the course of a search conducted in accordance with Section 1 or 2 which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
  - a. Admitted as evidence in any suspension or expulsion proceedings if it is seized and kept in a secure place by the principal or principal's designee until it is presented at the hearing.
  - b. Turned over to any law enforcement office in accordance with Section 2.
  - c. Returned to the parent or guardian of the student from whom it was seized.
  - d. Destroyed if it has no significant value.

## **C. Parking Lots**

Students are not to visit the parking lots or be in or around the vehicles during the school day. This rule includes the lunch hour times. All vehicles should be parked in a marked parking space. Students who do not park properly could find their cars towed away at the owner's expense or face disciplinary action. All student vehicles must display a parking permit, which can be purchased from the main office. Students who drive recklessly in the parking lot may face disciplinary action.

### SECTION 4 - STUDENT PARKING LOT NORTH SIDE OF BUILDING

#### (FRONT OF THE HIGH SCHOOL)

Driving an automobile to and from school is a privilege extended to qualified students. Drivers need to be fully aware that many students are walking to and from school each day, therefore, all safety and defensive driving practices shall be utilized. Persons violating posted speed limits in the immediate vicinity of a school when children are present are subject to a Class B infraction subject to a maximum civil judgment of \$1,000. Yield the right of way to students who are walking and to our buses as they are arriving and departing the properties. If reliable reports are received that a student is practicing dangerous driving habits, the privilege of driving to school may be revoked or suspended. Student drivers shall adhere to the following guidelines:

1. Each driver must possess a valid Indiana Operator's license.
2. Students must register their auto in the Main Office and sign a safe driving pledge each year.
3. Students will purchase a parking permit for \$20.00, which is to be hung from the rear view mirror. Purchase this permit from the office before school any morning. Registration qualifies driver for the RANDOM DRUG POLICY.
4. VEHICLES NOT REGISTERED MAY BE TOWED AWAY AT THE OWNER'S EXPENSE.
5. All automobiles must be parked in the student parking lot appropriately or towed away at the owner's expense.
6. Further regulations and penalties may be established if a situation warrants.
7. No loitering in cars before, during, or after school.
8. Permission to go to a car in the parking lot must be obtained from the principal or a designated appointee.
9. The school is not responsible for accidents on school property.
10. Students participating in vocational programs outside of the Attica High School campus may drive to their respective classes with the expectation that they are punctual and responsible in doing so.. Transportation will also be available by school bus or van. Punctuality and cooperative behavior is expected. Students are reminded that while attending other schools you are expected to follow their disciplinary and attendance policies.

## **IX. GENERAL POLICIES**

### **A. Announcements**

1. Calendar items and other announcements will be distributed to each teacher.
2. Announcements should be submitted by 7:45 a.m.
3. Announcements must be written legibly on an Announcement Form, which may be secured in the office or sent via e-mail to school secretary. No oral request will be honored.
4. Announcement Form must be signed by the faculty sponsor.
5. Announcement highlights will be posted for general news and information daily.

### **B. STUDENT SUPERVISED AND NON-SUPERVISED AREAS**

1. Students must be in a supervised area at all times.
2. All food items must be consumed in the cafeteria. Food is not permitted in hallways or the gym.
3. Students on lunch period must be in the cafeteria or gymnasium when the bell rings. Students are not permitted in the locker areas during their lunch period.
4. Students not having specific business in a classroom or other supervised area after school hours are required to leave school grounds.

### **C. BULLETIN BOARDS**

1. Special notices or bulletins are posted on the bulletin boards outside the Main Office, in the Library and the Guidance Office. All posters placed on the bulletin boards or in the halls should be school related and have the approval of the administration.
2. No fliers may be placed on outside of lockers or on walls without permission of administration.
3. Spirit decorations on lockers must be neatly maintained and removed following the season/activity for which the locker was decorated.

### **D. BOOK AND PERSONAL LEARNING DEVICE (PLD) POLICY**

1. School books and PLDs are the property of the school and the student is responsible for rented book and PLD.
2. Book/PLD damage or loss, including library, will be billed to the parent(s) at the end of the current school year. If payment is not made at this time, the amount will be added to the following school year fees.
3. Books are not to be left in rooms, but are to be stored in student lockers.
4. Students are fully responsible for the care of Personal Learning Devices and their accessories.
5. It is expected that the student has the PLD charged and ready for class every period and has a charger on hand.
6. Students agree to be responsible for the care of their PLDs , and also understand that all non-warranty repairs will be at the student's expense. All PLDs and accessories must be returned to ACSC at the end of each school year. Students who withdraw or suspended/expelled must turn in the items by the date of their termination.

### **E. CLOSED CAMPUS**

1. Students may not leave the building or campus without authorization from the administration and a note or call from a parent/legal guardian. Students meeting the necessary requirements are to obtain a "yellow passport" from the office, present this pass to the teacher, then sign out in the main office. Failure to comply with this policy may subject the student to consequences as listed under truancy policy.

### **F. FIELD TRIPS**

1. Field trips are arranged throughout the school year to enhance your education. Students should understand that while on a field trip they are representing Attica Jr/Sr High School and their community. All school rules will be enforced during the educational opportunity. Parental permission is given for all field trips once the parent/guardian returns the field trip form contained in the student handbook. Failure to have the form signed and on file will result in the student being denied permission to attend the field trip(s). The teacher will provide a letter informing the parent/guardian the particulars of each field trip one (1) week prior to the event. Students not obtaining parental permission, or deemed a behavioral/attendance problem will be assigned to study hall(s) if necessary.
2. It is the student's responsibility to request missed assignments/tests prior to the field trip absence. Students should be prepared to turn in all work from the date of the field trip absence upon their return to school the day following the field trip absence. Students missing a test due to a field trip should be prepared to take the test prior to or immediately after the field trip absence as arranged by the classroom teacher.
3. If the field trip is for an ECA club or activity, students must be eligible according to ECA regulations in order to attend.

### **G. STUDENT RULES FOR LIBRARY**

All students are welcome and encouraged to use the library. Using the library is a privilege that can be enjoyed as long as each student conducts himself or herself in a responsible manner. So that the library will be an efficient and pleasant place in which to work the following rules have been established for everyone to follow:

1. Books may be checked out for two weeks. Books needed for research may be renewed.
2. Current issues of magazines and reference books may be checked out of the library overnight with special permission from the Librarian. Such materials must be returned before classes the next morning.
3. Any student using the library is subject to the supervision of the librarian. No misconduct will be tolerated. Continuous misconduct by the same student will

result in the forfeiture of library privileges.

4. All books not returned will be considered your responsibility. In case a student loses or misplaces a book that student is expected to pay the cost of the book. If the book isn't paid for or returned about the time that the book is 4 weeks overdue a detention will be issued until the book is returned, replaced or paid for.
5. Books being returned to the library will be placed in the book return box upon entering the library.
6. Cell phones will not be permitted in the library.

## **H. GUIDANCE DEPARTMENT**

The Guidance Office is open to all students, school employees and parents. Here you will find an abundance of information dealing with educational choices, vocations and personal adjustments. If you need assistance in finding pertinent information, please feel free to make an appointment with the counselor. The Guidance Office is available to help you.

## **I. STUDENT INSURANCE**

Parents desiring school accident insurance for their children may purchase it during the first few days of school each year. Varied programs are available to the students. The types of programs will be announced at the beginning of each school year.

The insurance is optional to parents but it is recommended that all students have some type of accident insurance coverage while attending school.

Students participating in athletics must have some form of insurance coverage to be allowed to participate.

## **J. LOST AND FOUND**

All articles found are taken to the office, and inquiries for lost items should be made there.

## **K. PROM**

The Junior/Senior Prom is traditionally the major social event of the school year for Junior and Senior students. Junior High students are restricted from attendance at the Prom. All prom guests must be under the age of 21 and out of high school no more than one year and registered with class sponsors one (1) week prior to the event.

## **L. SUBSTITUTE TEACHERS**

Substitute teachers are licensed teachers or persons granted a substitute permit by the State of Indiana. The attitude and behavior of our students impacts directly upon the impression the community and general public has of our school and the student body. Informal or formal disciplinary reports from the substitute teacher are the same as reports issued from the regular teacher.

## **M. TELEPHONE USE**

THE OFFICE PHONES ARE USED FOR SCHOOL BUSINESS AND ARE NOT TO BE USED BY STUDENTS FOR SOCIAL CALLS. Except for emergencies, students will not be called out of class to receive a phone call. Messages from home will be delivered to the classroom by office personnel. Students assigned to detentions or help sessions should make arrangements prior to their sessions.

## **N. PARENTS OR GUARDIANS**

We encourage parents or guardians to come to school to discuss with the faculty and/or administration any problems that their son/daughter might be having. Parent and teacher conferences are arranged by appointment. Regular access to student grades, assignments, attendance and discipline are available electronically. Please contact the office for account information..

## **O. NON-PERMITTED SCHOOL ITEMS**

Electronic devices not issued by the school are not to be used during school hours without the approval and direct supervision of a classroom teacher. These items are subject to confiscation. Cameras, cell phones, or electronic devices with cameras may not be in use inside a locker room or restroom for any purpose. Use of cameras, cell phones, or electronic devices with cameras in a locker room or restroom may result in suspension or expulsion.

## **P. FIRE AND TORNADO DRILLS**

As mandated by the state laws fire and tornado drills will be conducted on a regular basis. Students should move to designated areas on those occasions following the directions of their teachers. Windows and doors should be closed and lights turned off.

## **Q. Custodians**

Our custodians strive to keep the building tidy, clean and comfortable. Any thoughtfulness and courtesy you extend them will add to the appearance of our school in general.

## **R. ORGANIZED FESTIVITIES, GATHERINGS, ETC.**

All dances, events, or other gatherings of students, parents, and community must have prior approval by administration.

## **S. Dances**

1. Each person must leave his/her coat and purse outside the area. This is mandatory, and any student who does not, will not be permitted to the dance.
2. There will be no dances that involve combined grades 7-12. Dances will be scheduled for grades 7-8 or grades 9-12
3. No person the age of 21 or over and out of high school more than one year may be admitted unless acting as a chaperone. **Graduates** the age of 20 or under may attend if given permission by the sponsors on Homecoming dances or Prom.
4. There will be NO passes out at any time. If a person must leave he/she cannot get back into the dance - even if he/she pays again.
5. There will be NO drugs, alcohol, or tobacco allowed on the school grounds at any time. Any person who is under the influence of any controlled substance, alcohol, or violates the "NO TOBACCO RULES" will be disciplined under current adopted school policy.

6. Anyone caught creating a disturbance, causing a fight, or damaging school property will be removed for disorderly conduct. His/her name will also be put on the list banning him/her from future dances.
7. Unless otherwise specified the Attica High School Dress Code will be in effect.
8. There is no admittance after 11:00 p.m. without permission of the sponsors. Students may not use any part of the building other than that designated dance area.
9. Students must be in attendance for the full day of school to be able to attend a dance. If a student has a valid excused absence under the school's policy and presents proof of such upon entering the dance to the sponsors then they may be admitted. Review of the attendance will take place on the following day's admission to school. Students who have an unexcused absence the day prior to an event on a non school day will not be allowed to attend.
10. Congregation outside the school of any size or sort is expressly forbidden.
11. If any school club or organization knowingly violates the rules and regulations set forth by the Student Council and Office of the Principal, that club or organization will forfeit the right to sponsor any activities throughout the remainder of the year.
12. The sponsors and chaperones are responsible for total supervision of the dance. They are to supervise admissions and reject any student who has been restricted for school activities.
13. Sponsors and chaperones are to insure that all rules and policies of the school are carried out.
14. There may be up to two (2) specialty programs including grades 7-12 upon approval by the administration.
15. No amendments to these rules will be made without consent of the Principal.

### **T. TRESPASSING ON PRIVATE PROPERTY**

Our school is surrounded by private property; we ask your cooperation and assistance to insure that the rights and properties of our neighbors are not abused. The following guidelines will greatly reduce the abuse of private property:

1. Do not cross properties when coming to or leaving school property.
2. Respect the rights and properties of others.

### **U. SCHOOL LUNCH PROGRAM**

The High School will provide standard lunch and Ala Carte meals at rates set by the corporation business office. Lunch account payments for all students including those on reduced and free lunch are to be in the cafeteria. Both standard and Ala Carte may be paid for at the cashier table each day.

Breakfast will be served at Attica Jr./Sr. High School each day at a price set by the corporation business office. All prices are subject to change pending the cost increase during the school year. The prices for the 2022-23 school year are \$2.85 for a lunch at AHS and \$1.50 for a breakfast.

PLEASE OBSERVE THE FOLLOWING POLICIES AND PROCEDURES SO THE LUNCH PERIOD CAN BE ENJOYABLE AND RELAXING FOR STUDENTS AND FACULTY MEMBERS

1. Move to and from the cafeteria in an orderly manner. Running, cutting in line, and boisterous behavior are unacceptable.
2. Free and reduced lunches are available. Low-income students or their parents should inquire in the school office for the proper forms.
3. All food and drinks must be consumed in the designated area of the cafeteria.
4. Take all trays, utensils, and trash to the proper receptacles when finished eating or at the end of lunch period.
5. Students should refrain from making excessive noise, throwing things, and rowdy behavior. Anyone throwing food can expect to receive disciplinary action.
6. Students are encouraged to use the lunch period to socialize with fellow students and observe the following guidelines:
  - a. Use only the restrooms in the cafeteria area.
  - b. Do not go into the locker area after lunch is completed.
  - c. Do not go beyond the gates leading into the hallways.
  - d. Student groups selling items, handing out ballots, or taking polls should replace all tables and chairs.
7. Students will not go outside during the lunch period unless given permission by administration.
8. Any student who has repeatedly violated cafeteria policy will be removed from the cafeteria and assigned lunch detention for an appropriate number of days.
9. The cafeteria will not accept bills over \$20.00.
10. The cafeteria will not cash checks by rules of the State Board of Accounts.
11. Checks will be accepted for the amount of the lunch and/or credit for future lunches.
12. Online payments to cafeteria accounts can be made through Harmony.

### **Meal Charging and Negative Balance Policy:**

A student having a negative balance will be served a meal but will not be allowed to purchase any additional items unless he/she has cash in hand to pay for the items and the meal for that day.

When a student lunch balance reaches negative \$20.00, he/she will be served a basic alternative lunch at an account charge of \$1.00.

When a student lunch balance, textbook rental, or PLD repair fees reaches negative \$50.00, all Extracurricular Activity Sponsors will be notified and the student will not be allowed to participate in any extracurricular activities until the balance is paid in full or a payment plan has been agreed upon by administration and the

student's parent/guardian. . Students will have 30 days, from billing, to pay for lunch balances, PLD repairs and textbook rental.

## **V. STUDENT VISITORS**

Students are not to request to bring student visitors. This is a disruption to the regular school day that is not educationally sound.

## **W. THE OFFICE**

The office is the central place in any school setting. It is the area where most visitors first encounter and formulate opinions towards our school.

It is imperative that students realize the office is a professional setting and should be afforded behavior and courtesy as such. The following are guidelines to follow while in the office area:

1. If you haven't any business to attend to in the office, please do not loiter. The office is small in size and the office staff has work to accomplish. The offices are not places to just "hang out".
2. When in the office please refrain from loud voices. Be polite and courteous
3. If a friend goes to the office they are capable of accomplishing their errand on their own and your assistance is not necessary.
4. Do not interrupt the secretary, faculty or administration if they are on the phone or in a conference. Wait patiently and you will get your opportunity to talk.
5. Do not go behind the counter unless given permission. Only office aides and teachers' aides with passes will be permitted.
6. If you are called to any office via a pass, give the pass to the secretary or office aide, be seated and wait quietly.
7. **OFFICE PHONES ARE OFF LIMITS AND MAY BE USED FOR EMERGENCY SITUATIONS ONLY WHEN PERMISSION IS GIVEN.**
8. Student items brought to the office by parents will not be delivered to class. It is your responsibility to pick these items up.
9. If students need to see the Principal between classes and they are not available, leave a message with the secretary and you will be taken care of as time permits.
10. No change will be given in the office. No checks will be cashed.

## **X. CHILD SERVICES**

The law requires all persons to report to the proper authorities in Fountain County all cases of suspected child neglect, mental, physical, or sexual abuse.

## **Y. PESTICIDE APPLICATION NOTICE (FOR PARENTS AND STUDENTS)**

Periodically throughout the year, it may be necessary that pesticides will be applied to the external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal or the principal's designee of the building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour advance notice. Pesticide applications will be done when children, staff members or any other people are present in the area that is to be sprayed.

## **Z. SUICIDE PREVENTION AND RESPONSE POLICY**

### **I. Policy Statement**

It is the responsibility of the Attica Consolidated School Corporation to provide a safe and supportive school environment for all students. The Attica School Board believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at a higher risk for suicide. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

### **II. Purpose**

To protect the health and well-being of all Attica students.

To establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, volunteers and make referrals as needed.

To educate all school personnel in their role in providing an environment that is sensitive to individual and societal factors and one which helps to foster positive youth development.

To ensure that all efforts will be made to maintain privacy and dignity of students and families.

To identify the Suicide Prevention Coordinator and other lead personnel.

### **III. Suicide**

#### **Definitions**

- i. **Crisis Team:** A multidisciplinary team comprised primarily of administrative, mental health professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery, including for suicide related situations. These professionals have been specifically trained in suicide intervention and crisis preparedness and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.
- ii. **Mental Health:** A state of mental and emotional well-being that can impact choices, actions, and relationships that affect wellness.
- iii. **Suicide Postvention:** A crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- iv. **Risk Determination/Assessment:** An evaluation of a student who may be at risk for suicide, conducted by the appropriate staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- v. **Risk Factors for Suicide:** Characteristics or conditions that increase the chance that a person might try to take his/her life. Suicide risk tends to be the highest when

several risks factors are present at one time. Risk factors may include biological, psychological, and/or social factors in the individual, family and environmental.

- vi. Self-harm: Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. It can be categorized as either non-suicidal self-injury or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.
- vii. Suicidal Ideation: Thinking about, considering or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.
- Viii. Suicidal Behavior: These behaviors include suicide attempts, intentional injury to self, associated with at least some level of intent, developing a plan or strategy for suicide, writing a suicide note, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- ix. Suicide Attempt: A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself/herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as a wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous attempt.
- x. Suicide: Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner or medical examiner's office must confirm the death was a suicide before any school official may state this as the cause of death. Parent acknowledgement that the death was a suicide is strongly recommended before discussing the death as a suicide with the students.
- xi. Corporation-Level Suicide Prevention Coordinator: The corporation-level coordinator may be responsible for planning and coordinating implementation of this policy for the school district.
- xii. School Suicide Prevention Coordinator: Appointed at the building level by superintendent and principal to act as a point of contact in each school for issues relating to suicide prevention and policy implementation (including documentation). All staff members report students they believe to be at elevated risk for suicide to the suicide prevention coordinator, or designee.

\*The district and school coordinators are considered best practice (or recommended) but are not positions required by law.

#### Risk Factors

The student:

- Has made previous suicide attempt(s);
- Has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition;
- Has thought about the potential means of death and may have a plan;
- May exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain;
- Has had a parent/guardian or other close family member die by suicide.

#### IV. Response Procedures

First responders/Staff:

- School personnel may ask some initial screening questions, if appropriate, or make a referral to the suicide prevention coordinator or designee for initial screening and when appropriate a follow-up assessment.
- Always take the threat of harm seriously.
- Take immediate action, which may include calling 911 and/or local law enforcement if the student is in imminent danger.
- Notify the School Suicide Prevention Coordinator or designee, so he/she can meet with the student and conduct a suicide risk assessment.
- The student should NOT be left unsupervised.
- Notify the school administrator regarding the potential risk.
- Document date, time, individuals involved summary of conversation, etc. and share with the Suicide Prevention Coordinator or designee.
- Following the referral, debrief with appropriate staff involved in the student's referral process (avoiding sharing details that may be considered privileged communication or unnecessary details that the student may wish to remain private).

The following should be conducted by the School Suicide Prevention Coordinator or designee:

- Complete a Suicide Screening (if this hasn't already taken place) and/or Suicide Assessment to determine or confirm suspected risk).
- Communicate with the student about contacting parents. Include the student in this conversation with the parent, when possible or appropriate.
- Contact the parent/guardian when there is risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:
- Seriousness of the situation;
- Do not assume the student is seeking attention;
- A list of community mental health agencies/counselors;
- Information about when it is necessary to seek out professional help;
- The need for ongoing and continuous monitoring at home;
- Increasing safety measures in the home, ensuring the home is free of potential safety concerns;
- The desire and importance of working collaboratively with the student;



The need to follow a safety plan and update it as needed;

A request for a release of information form so communication between school and outside health provider can take place to best support the student;

A request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting of the student;

When appropriate, assist the family with urgent referral and/or calling emergency services.

Support for families who don't speak or understand English, require an interpreter, etc. It's important not to have the student or other family member translate.

If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement. Documentation of all parties attempted to be reached will be made.

Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.

Develop a safety plan for the student. When possible, this should be developed collaboratively with the student, parent, and any other individual(s) determined to be appropriate. The plan should be shared with school administration and other personnel who will be involved in the implementation of the plan.

Once imminent risk to harm oneself or others is shared, confidentiality is not maintained (no longer considered privileged communication). Inform the School Administration (who should contact the Corporation Suicide Prevention Coordinator) regarding the imminent risk (danger to self and others), risk level, recommendations, and safety plan.

ALL actions and assessments must be documented. This should include screening and assessment results, behavioral observations, actions taken, including dates, times and individuals involved; a copy of the safety plan; phone calls; conversations; and follow-up actions. This documentation should be kept by the Suicide Prevention Coordinator in a secure file cabinet, separate from the student's cumulative folder or academic file. It is critical to keep this document separate, secure and confidential.

The school administrator and Suicide Prevention Coordinator should be informed regarding follow-up services, re-entry plan, and recommendations for the student to return to school.

#### V. Reporting to State Authorities

If after informing the parent/guardian of the situation, failure to take the risk seriously, and failure to provide safety for the student may be considered emotional neglect and may be reported to the Indiana Department of Child Services.

If it is determined by school staff that contacting the parent/guardian would endanger the health or well-being of the student, parent contact may be delayed as appropriate, and DCS and/or law enforcement should be notified immediately. The school should document reasons for which parents/guardians were not immediately notified and information that demonstrates the student's health or well-being was assumed to be in danger. The school administrator or designee must stay at school with the student until the proper authorities arrive and assume responsibility for the student.

#### VI. Support for Students

School Counselor/Social Worker/Nurse have a current list of community-based mental health resources.

School employees, including the Suicide Prevention Coordinator or designee, teacher(s) and staff will collaborate with the family and community resource(s) involved to prepare for re-entry and to continue to monitor the student's safety plan and additional supports needed.

##### Counseling

##### i. In-School:

School Counselors, School Social Workers, School Psychologists, nurses and other appropriate school personnel are available to provide support and counseling to students who are victims or alleged victims of abuse.

School employees should act only within the authorization and scope of their credential or license. Only those employees with counseling expertise should provide counseling services.

##### ii. Community:

1. Community referrals may need to be made as necessary. The school should have a list of community resources available for the student and family.

2. A signed release form may be necessary to communicate with community agencies/therapists/counselors.

Multidisciplinary/Student Support/Crisis Intervention team meetings should occur for the purpose of providing services and supports to students in need. To the extent permitted by confidentiality laws, information may be shared and concerns discussed to coordinate planning services for the student. Appropriate school personnel may also request information outside of the team meeting to coordinate services that may be provided in the community.

Academic support available, if needed, for a child to continue to be successful in school.

In the case of a student suicide, postvention plans need to be implemented.

#### VII. School Employee Training

##### Staff Training Required by Indiana Law

Per IC 20-28-3-6, evidenced-based youth suicide awareness and prevention training is required for all teachers, including Superintendent, licensed school nurse,

school social workers, and any other appropriate school employees who are employed at schools that provide instruction in any combination of grades 5-12.

Training:

Must be during the teacher or school employee's contracted day or time chosen by the employer;

May include an in-person presentation or online;

Shall count toward professional development requirements;

Must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

ii. Suicide Training Required for Indiana Licensure: An initial teaching licence (instructional, student services, or administrative) may not be issued at any grade level unless the applicant has completed

education and training on the recognition of signs that a student may be considering suicide.

B. Recommended training for Suicide Prevention Coordinators

It is recommended that all Suicide Prevention Coordinators at the district and school levels participate in training on Suicide Risk Assessment; Safety Planning; Counseling on Access to Lethal Means;

Community Resource Planning; and Postvention.

## **X. EXTRA CURRICULAR ACTIVITIES**

### **A. Philosophy**

A well-rounded E.C.A. program is offered to students. Extracurricular programs are established and supported by the Attica Schools in order that students may extend learning experience and participate in activities with other students holding similar interests. I.

### **B. Requirements**

To maintain participation in any club, organization or activity the student must be in good standing with the administration in regard to conduct according to the Student Handbook and have passing grades in all classes they are enrolled. Additionally, when a student lunch balance, textbook rental, or PLD repair fees reaches negative \$50.00, all Extracurricular Activity Sponsors will be notified and the student will not be allowed to participate in any extracurricular activities until the balance is paid in full or a payment plan has been agreed upon by administration and the student's parent/guardian. Students will have 30 days, from billing, to pay for PLD repairs and textbook rental.

### **C. Programs**

The E.C.A. program includes the following:

ART CLUB	JUNIOR HIGH STUDENT COUNCIL
DANCE TEAM	NATIONAL HONOR SOCIETY
DRAMA CLUB	RAMBLER ROWDIES
FFA	ROLE PLAYING GAMES
HIGH SCHOOL ACADEMIC SUPER BOWL	SADD
HIGH SCHOOL ATHLETICS	FELLOWSHIP OF CHRISTIAN ATHLETES (COMMUNITY ORGANIZATION)
HIGH SCHOOL SPELL BOWL	TRAP SHOOTING TEAM
HIGH SCHOOL STUDENT COUNCIL	ARCHERY TEAM
JUNIOR HIGH ACADEMIC BOWL	JUNIOR ATHLETIC DIRECTORS (APPLICATION)
JUNIOR HIGH SPELL BOWL	STUDENT DRIVERS (PER SECTION J ABOVE)
JUNIOR HIGH ATHLETICS	

### **D. Athletics**

#### **ALSO SEE ATHLETIC HANDBOOK SECTION AT END OF THIS HANDBOOK**

Athletics in the Attica Consolidated Schools are provided by the school system so that students may participate, compete, and develop skills in the various sports. Attica High School views the program as one that is superior in quality. It is a privilege for any student to participate in the Athletic Program.

Any student who wishes to become a member of an athletic team should contact the coach of that sport or the Athletic Director.

Athletes in the Attica Jr/Sr High School are governed by the Indiana High School Athletic Association. All athletes are affected by the rules set forth by the IHSAA.

The student athlete must be in good standing with the Attica Consolidated School Corporation in regard to academic achievement, conduct, attendance and good citizenship. The student athlete must be passing all classes during the season of his/her sport and meet all IHSAA requirements to maintain athletic eligibility. Specific policies for the Athletic Dept. will be set forth by an Athletic Committee composed of coaching staff, Athletic Director and Principal.

## **E. Appeal Process**

Any student who holds a class office and/or who has membership in a club or activity runs the risk of losing said position and/or club membership if found guilty of violating local or State Law as determined by the school authorities. Abiding by State and local laws are the minimum expectations for student participation in a leadership role at Attica Jr/Sr High School. Some activities may hold its members to higher standards. The principal will make the final determination of any student who is arrested for misconduct, not necessarily convicted for the same by the courts. Students who represent the school in any way must have impeccable character or run the risk of losing their privilege to represent the school.

### **ECA APPEAL PROCESS**

1. Written appeal may be made by a student to the Principal within 5 school days of notification of the penalty for violations of ECA policies.

An informal hearing committee will be established consisting of High School Principal and two certified faculty members (which may include the Athletic Director). A student requesting an appeal will then be notified of:

- a. The date, time and place of the informal hearing.
- b. That he/she may be present along with his/her parents or guardians.
- c. That he/she may produce evidence favorable to his/her appeal.
- d. Upon appeal the hearing committee may;
  - I. Reduce or remove the penalty imposed if it finds that reasonable evidence clearly shows the penalty to be unjustified or too severe.
  - II. Uphold the penalty. The hearing committee cannot increase or impose further punishment upon a defendant student.

The decision of the ECA Hearing Committee shall be final and binding upon all parties involved.

## **F. Class / Club Officers**

### **1. Criteria**

1. The person running for class office must turn in a petition with fifteen (15) signatures from members of his class.
2. The person running for class office must have at least a 70% grade average.
3. The person running for class office must have been a member of the class for a full academic year.
4. A class officer must not be a mid-term graduate.
5. The person running for class office must be in good standing with the administration in regard to conduct according to the Student Handbook. A panel consisting of the Principal, Guidance Counselor, and the two Class Sponsors will adjudicate any question of eligibility in regard to conduct.
6. A person running for class office will sign an agreement that he/she meets the criteria to run for class office.
7. A person running for class office will sign that he has read a job description provided by the class sponsors.

### **2. Duties**

#### **DUTIES OF A PRESIDENT**

1. Presides at all class or club meetings and uses parliamentary procedure.
2. Votes only in case of a tie.
3. Calls meetings of: officers or entire class or club.
4. Formulates, along with other officers and sponsors, a calendar of events.
5. Appoints, along with other officers, committees and subcommittees.
6. Maintains at least a 70% grade point average.
7. Keeps in good standing with the administration in regard to conduct as stated in the Student Handbook.
8. Remains a member of the class or club for the full academic year.
9. Reports to the sponsors on progress on a regular basis and consults with sponsors before acting.
10. Assumes responsibility for satisfactory completion of all class or club projects.
11. Insures cordial relations and smooth working conditions by resolving conflicts.

#### **DUTIES OF A VICE PRESIDENT**

1. Keeps accurate minutes of every meeting.
2. Keeps attendance records of members.
3. Writes and answers all correspondence.
4. Assists the president as needed.
5. Maintains a 70% grade point average.
6. Fulfills the requirements applicable to a president in regard to conduct, class or club membership, and conduct of office.

#### **DUTIES OF A TREASURER**

1. Keeps accurate financial records.
2. Assists the president as needed.
3. Maintains a 70% grade point average.

4. Fulfills the requirements applicable to a president in regard to conduct, class or club membership, and conduct of office.

## **G. Class Funds/ Dues**

Each class will hold a formal meeting with its sponsors and determine class dues. This will be completed in the fall each year.

# **XI. HEALTH OFFICE**

## **A. Administering Meds**

No medications (prescription or over the counter) shall be given by the nurse or other school personnel unless the school has on file a copy of the original prescription or note, signed by the student's physician and/or a statement from the child's legal guardian which includes:

The type of medication, when it is to be given during the school day the dose and the reason medication is to be given.

Tylenol will be dispensed by office personnel, if the student has a signed permission form on file. This form is located in the student handbook and will be kept on file in the nurse's office.

No prescribed or over the counter herbal medications may be administered by school personnel.

Exception: If a student has an acute or chronic medical condition, that student may possess and administer medication on an emergency basis as per IC 20-8.1-5.1-7.5 with a physician's note, which must be filed with the nurse's office. AHS will require signed acknowledgment from a guardian noting that he/she is aware that the student's prescription is being administered.

## **B. Screenings**

Screening procedures are not diagnostic procedures. They are a part of the health appraisal program to detect children who may need further attention in specific areas. Regardless of what screening procedures are used, they are only means of reaching specific goals:

1. Securing a better understanding of pupils.
2. Helping him/her to attain greater physical effectiveness.
3. Increasing his/her understanding of healthful living.

These goals can only be achieved by appropriate follow-up. Screening procedures will be provided periodically throughout the grades, and will include the following and/or other programs as needs are identified.

### **PEDICULOSIS POLICY**

Head checks for lice will not be performed in the school setting as recommended by the CDC. If a student, parent, or teachers have concerns regarding the issue they are to see the school nurse who will determine if the student needs to be checked. Once head lice have been determined to be present the student will stay in school (if no other health issues are present) and parent will be called and informed of the treatment plan. The student will need to see the nurse the next day prior to classes and if treatment has been completed he/she will be permitted back to class. Please see the school website for more information regarding this issue.

1. **VISION SCREENING** - Involves observations to detect obvious eye disease and screening tests to detect possible refractive error. The nurse will observe swelling of the eyelids, inflammation and redness, discharge and sties, as well as complaints of burning, pain, photo phobia, and other symptoms. Vision screening is required for students enrolled or transferring into 8th grade, or any student suspected of having a visual defect. Vision screenings can be done using the Snellen chart or Sloan letter.
2. **HEARING SCREENING** - Students to be tested are those in Grade 7 and 10 and students new to the school system, and/or students manifesting difficulty or referred by the teacher, parent, or student himself. The speech and hearing clinicians will perform all hearing screening procedures, with assistance from the school nurse as is necessary.

## **C. Immunizations**

The School Board requires that all students be properly immunized according to IC 20-34-4-2 Required immunizations; immunization calendar; rules Sec. 2. (a) Every child residing in Indiana who is enrolled in an accredited elementary school or high school shall be immunized as determined by the state department of health against: (1) diphtheria; (2) pertussis (whooping cough); (3) tetanus; (4) measles; (5) rubella; (6) poliomyelitis; (7) mumps; (8) varicella; (9) hepatitis A; (10) hepatitis B; and (11) meningitis. (b) The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health. (c) Before November 30 of each year, the state department of health shall publish a two (2) year calendar of immunization requirements and recommendations. The calendar must include: (1) the immunization requirements for the following school year; and Indiana Code 2015 (2) recommendations for immunization requirements for the year subsequent to the following school year. (d) The publishing time frame for the calendar described in subsection (c) does not apply in the event of an emergency as determined by the state health commissioner. (e) The state department of health shall adopt rules under IC 4-22-2 specifying the: (1) required immunizations; (2) child's age for administering each vaccine; (3) adequately immunizing doses; and (4) method of documentation of proof of immunity. As added by P.L.1-2005, SEC.18. Amended by P.L.161-2009, SEC.5; P.L.208-2015, SEC.12

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated. Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

## **XII . RULES AND CODE OF ETHICS FOR COMPUTER USERS**

As a computer user, I agree to follow the rules and codes of ethics in all of my work with computers while attending the Attica Consolidated School Corporation.

- I. I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes. No outside games are to be brought in unless approved by network administration.  
I will neither waste nor take supplies that are provided by the Attica Consolidated School Corporation; and when I am in a computer lab or media center, I will conduct myself in an academic manner and work in ways that will not disturb others.  
I will not tamper with school equipment in any way.
- II. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
- III. I recognize also that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area, without that user's prior permission; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use the computer systems to disturb or harass other computer users by sending unwanted mail or messages or by other means; I will not download information onto the hard drives of any Attica Consolidated School Corporation computer for permanent storage; nor will I access any information or graphics from "on-line" sources that are not appropriate to the school setting (i.e. but not limited to: pornographic, sexual, explicit materials.)
- IV. Violations of the rules and codes of ethics described above will be dealt with seriously. First time violators will lose computer privileges for up to one semester and will be given a discipline referral. Additional violations will result in year long suspension of privileges.
- V. All computer users are responsible for following the rules and regulations identified in Board Policy 700.2.1 Attica Consolidated School Corporation on District-Provided Access to Electronic Information, Services, and Networks.

## **DISCLAIMER STATEMENT**

The Attica Consolidated School Corporation is an Equal Opportunity/ Affirmative Action institution. It is the policy of the Attica Consolidated School Corporation to provide equality of opportunity in education for all students. Discrimination based on race, color, sex, religion, age, national origin, ancestry, mental or physical disability, sexual orientation, or any basis of discrimination precluded by the applicable federal and state statutes, is strictly prohibited.

# ATTICA JR/SR HS ATHLETIC HANDBOOK

The Athletic program at Attica is directed toward progress which promotes activities in the best interest of the youth of our school. Students will have an opportunity to cultivate good habits, enjoy wholesome competition, and continue to develop mental and physical abilities through athletic programs. Athletics provide the rules of competition and an opportunity to learn how to live within these rules. Athletics stresses the importance of self-discipline through athletic competition. Students develop a pride in their performance, confidence in their ability, and a loyalty to their school. Guidelines for the Athletic Department are set by the Athletic Council composed of the coaching staff, Athletic Director, Principal, and the ultimate approval of the Superintendent and the Board of School Trustees. The opportunity to participate is considered a privilege and is contingent upon following the guidelines set forth by the Athletic Department and coaches for each sport.

Varsity Cross Country (Coed)	Fall	JV Boys Basketball.....	Winter	Junior High Wrestling	Winter
Varsity Girls Golf	Fall	9th Grade Boys Basketball.....	Winter	Varsity Baseball	Spring
Varsity Football	Fall	8th Grade Boys Basketball.....	Winter	JV Baseball	Spring
Junior Varsity Football	Fall	7th Grade Boys Basketball.....	Winter	Varsity Boys Golf	Spring
8th Grade Football	Fall	Varsity Girls Basketball.....	Winter	Girls Tennis	Spring
7th Grade Football	Fall	JV Girls Basketball	Winter	Varsity Softball	Spring
Boys Tennis	Fall	8th Grade Girls Basketball	Winter	Varsity Track (Coed)	Spring
Varsity Volleyball	Fall	7th Grade Girls Basketball	Winter	Junior High Track (coed)	Spring
Junior Varsity Volleyball	Fall	Varsity Swimming (Coed)	Winter	Junior High Baseball	Spring
8th Grade Volleyball	Fall	Junior High Swimming (coed)	Winter	Junior High Softball	Spring
7th Grade Volleyball	Fall	Varsity Wrestling	Winter	Trap and Archery (coed).....	Spring
Varsity Boys Basketball.....	Winter	JV Wrestling	Winter		

## ATHLETIC ELIGIBILITY

**A. Any student enrolled at Attica High School may participate in the athletic program.**

### B. I.H.S.A.A. ATHLETIC REGULATIONS:

1. If a student reaches twenty years of age on or before the date of the championship game of the tourney of the sport in which they are participating that student is ineligible for all inter-school athletic competition.
2. Students must have entered some high school within the first fifteen (15) days of the semester in which the contest occurs.
3. Students must be amateurs; that is, athletes must not accept compensation for playing in athletic contests.
4. Students must have received passing nine weeks grades at the end of their last nine weeks in school in at least five solid subjects. Semester grades take precedence over nine weeks grades according to IHSAA policy.
5. Student must not participate in athletic contest as a member of any other similar team during the season.
6. Students must not participate in any form of gambling affecting our athletic contests.
7. A student who practices for any sport shall have on file in the Athletic Director's Office a certification of physical fitness signed by a physician, parent and student athlete. A pledge form giving the written consent of the parent or guardian for such athletic participation must also be on file, along with an insurance form stating that the student holds Health/Accident insurance.
8. No student enrolled in any high school shall be permitted to participate in any inter-scholastic contest as a member of another school until he has been enrolled in such school for one calendar year unless the parent or guardian of such a student actually change their residence to the second school district.
9. Certain prescribed requirements are established by the IHSAA in regard to participation in athletics outside of school teams. It is the responsibility of athletes to be familiar with these restrictions placed upon them. In the event of uncertainty, they should check with the Coach, the Athletic Director, or Principal PRIOR to any participation, which may jeopardize their eligibility for interscholastic athletics.
10. Indiana High School Athletic Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, and other related by-laws. Each coach has the responsibility to know these rules; to inform team members and parents of them; and to enforce school and IHSAA regulations as necessary.
11. An athlete cannot participate in one sport and quit that sport and join another team without the consent of both team coaches.
12. Any civil law infraction or misconduct by a student athlete that is determined by the head coach and school administration to be detrimental to the athletic program or school will result in a counseling conference with possible suspension.
13. Once an athlete participates in a high school sport he/she remains under the athletic handbook policy his/her entire high school athletic career.
14. THE ATHLETIC DIRECTOR AND SCHOOL PRINCIPAL SHALL SET FORTH ANY ADDITIONAL REQUIREMENTS NECESSARY FOR PARTICIPATION IN THE ATHLETIC PROGRAM AT ATTICA JR/SR HIGH SCHOOL AND SHALL MAKE THE FINAL DECISION REGARDING ELIGIBILITY OF A STUDENT.

### C. ADDITIONAL EXTRA-CURRICULAR ACADEMIC REQUIREMENTS, Grades 9-12:

#### ACADEMIC ELIGIBILITY

1. IHSAA academic standards require that the student must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.

2. Semester grades take precedence. Each student-athlete must be passing five (5) full credit subjects or the equivalent during the previous grading period before participation. A student not meeting this standard shall not participate in an interscholastic contest as a member of any athletic team during the succeeding nine weeks grading period. Incompletes cannot be counted as helping to meet these requirements. (IHSAA RULE C-18-5)
3. Student-athletes who fail to meet the academic requirements may continue to practice with a team but not dress or participate in a contest.
4. Attica athletes will be declared eligible or ineligible on the date(s) designated each year to the IHSAA by the Athletic Department. Currently, the date for certifying eligibility is the day report cards are dispersed at the end of each grading period. The exception occurs at the conclusion of the semester at which time eligibility will be declared upon completion of the final exam
5. Student athletes are expected from time to time to purchase items (such as hats, personal warm ups, shoes, etc) as part of their team gear. Athletes who hold a negative balance with the athletic department or a specific program in regards to these items will become ineligible to compete in any subsequent seasons until payment in full or payment arrangements are made. Failure to meet a payment agreement will result in immediate ineligibility.

#### **D. ADDITIONAL EXTRA-CURRICULAR ACADEMIC REQUIREMENTS, Grades 6-8:**

1. Grades will be checked at the midterm and end of 9 week grading periods. Consequences/Supports will be placed according to those reports.
2. If a student has 1 Failing Grade at grade check, the student is still able to play and practice as long as they attended the assigned study tables until the next grade check
3. If a student has 2 or more Failing Grades at grade check, the student is still able to practice, but not able to play in contests and is assigned study tables until the next grade check. *Attendance at study tables is required in order to stay on the team.*
4. Study tables take place during lunch.

#### **E. . ATHLETIC ELIGIBILITY**

Before being able to participate in any practice for any seasonal sport, or in any off-season conditioning, the student athlete must have the following items turned in to the athletic department:

1. IHSAA PRE-PARTICIPATION PHYSICAL EVALUATION
2. AHS Athletic Handbook Signed (at registration)
3. Concussion/Sudden Cardiac Arrest Statement signed
4. Random Drug Testing Policy Signed (at registration)
5. Cautionary Statement Signed (each sports season)
6. Grade Check(to determine eligibility)
7. Franciscan Sports Medicine Release and Medical History Form

### **GENERAL TRAINING RULES**

TRAINING RULES ARE NOT TO BE BROKEN. They are guides to help you become a better athlete. Training at Attica is a year-round program and we encourage every athlete to participate in this program.

#### **A. MINOR INFRACTION - This includes tobacco/nicotine and all general-training rules set by the coaches of each sport.**

1. First infraction of a minor violation:
  - a. Student will be suspended from 10% of contests for the current season. The student may be allowed to attend practices during the time he/she is suspended with the consent of parents and Coach. This suspension will continue into the next season in which the student participates if suspension cannot be completed within current season. The suspension may not be served in a sport the athlete did not participate in the previous year.
2. Second infraction of a minor violation (not including second tobacco/nicotine offense):
  - a. Student will be suspended for 40% of the contests scheduled for the current athletic season (all scheduled contests will count as contests). The student is expected to attend practices during the time he/she is suspended with the consent of parents and coaches. This suspension will continue into the next season in which the student athlete participates if suspension cannot be completed within current season. The suspension may not be served in a sport the athlete did not participate in the previous year.

#### **B. MAJOR INFRACTION - This includes second tobacco/nicotine offense, drinking of alcoholic beverages, use of CBD products, drug abuse under the Student Handbook policy or any substantial factual evidence that is reported to the police, school officials, or coaches.**

1. First infraction of a major violation:
  - a. Student will be suspended from 40% of all scheduled events for the current contest season. . The student may be allowed to attend practices during the time he/she is suspended. This suspension will continue into the next season in which the student participates if suspension cannot be completed within current season. The suspension may not be served in a sport the athlete did not participate in the previous year.
  - b. Second infraction of a major violation will carry a 1-year to date exclusion from the Athletic Program (365 days). After the 365-day, exclusion, the student is eligible for participation pending any further violation. Student Athletes who commit a second major violation may apply for reinstatement using the Athletic Exclusion Reinstatement Procedure.
  - c. The third major violation during an athletic career will result in permanent expulsion from the athletic program. The athlete may request application for the Athletic Expulsion Reinstatement Procedure as a final appeal towards his participation in the program.

#### **C. SELF-REPORTING - Self-reporting of an infraction by a student athlete may result in a reduction in the total time of suspension. Self-reporting must take place within forty-eight (48) hours of the incident and must be reported to the Athletic Director or Principal. Self-Reporting can be done in person, via telephone or via email message to the Athletic Director or Principal.**

#### **D. Each student who wishes to participate in an athletic event (as a player, manager, scorekeeper, cheerleader, spiritman, etc) must be willing to accept the**

responsibility of acting by our code of conduct at all times. This means the student is making a year-round (365 day) commitment to abide by all rules of the IHSAA, AHS and Athletic Department. The code of conduct expected by AHS and the Athletic Department is in effect, regardless of the athlete being in-season or out of season. There is a legitimate expectation by the coaching staff, and a legitimate interest by the school, that all student athletes follow the rules set forth by the Athletic Department even when away from the school or not involved in athletic competitive seasons. There is also an expectation that student athletes avoid situations, or leave situations, where activities are occurring that violate this Code of Conduct, specifically parties and other gatherings.

The athletic director and principal have the ability to adjust consequences listed in Minor and Major Infractions sections, depending on the detail and evidence of the situation.

#### E. ATHLETIC EXPULSION REINSTATEMENT PROCEDURE

The athlete who has been expelled from participation in athletics at Attica High School due to a third major violation may seek reinstatement based upon the following plan:

1. The athlete must apply for acceptance in this program by making contact with the Athletic Director.
2. The athlete must attend counseling sessions as recommended by a mental health care provider approved by the school. It will be the responsibility of the athlete and his/her family to:
  - a. provide verification of attendance to the Athletic Director
  - b. accept financial responsibility for these sessions.
3. The athlete must take part in school and/or community service projects as assigned by the Principal and/or Athletic Director. The scheduling of these projects will be flexible and can include but are not limited to speaking to students, working on maintenance projects, and volunteering on various school and community service activities.
4. The athlete must submit to and pass drug testing every time a test is given throughout the school year. It shall be the responsibility of the athlete and his/her family to accept the financial responsibility for the cost of these tests.

**Failure to comply with any of these steps will find the athlete barred from further participation for the remainder of their high school career.**

1. All athletes are responsible for obeying all school rules and rules of the IHSAA as well as specific rules as outlined by each coach in the various sports. (EVERY COACH WILL HAVE ON FILE IN THE ATHLETIC DIRECTOR'S OFFICE A SPECIFIC SET OF TRAINING RULES).
2. Failure to conform to rules may warrant suspension or the dismissal of an athlete from a sport or from the Athletic Program. "Suspension from Athletics" shall mean suspension from the team contests. A suspended athlete may be permitted to practice with the team with the approval by the head coach. An expelled athlete may not practice or participate with a team in any capacity. "Season contest" includes all tournaments with each tournament game or match being considered one regular season contest.

#### F. APPEAL PROCESS

1. Written appeal may be made by an athlete to the Athletic Director within 5 school days of notification of a suspension or expulsion from a sport.

An informal hearing committee will be established consisting of at least 3 of the following persons: High School Principal, a certified staff member, and Head Coach of a sport in which the defendant athlete does not participate. An athlete requesting an appeal will then be notified of:

- a. The date, time and place of the informal hearing.
- b. That he/she may be present along with his/her parents or guardians.
- c. That he/she may produce evidence favorable to his/her appeal.

Upon appeal the hearing committee may:

- a. Reduce or remove the suspension or expulsion imposed if it finds that reasonable evidence clearly shows the suspension or expulsion to be unjustified or too severe.
- b. Uphold the suspension or expulsion. The hearing committee cannot increase or impose further punishment upon a defendant athlete.

The decision of the Athletic Hearing Committee shall be final and binding upon all parties involved.

### ACADEMICS AND ATTENDANCE

A good athlete should strive to be a good student. In addition to maintaining satisfactory grades, an athlete should give respectful attention to classroom activities and should show respect to students and faculty members at all times. Horseplay and clowning around are never approved habits of behavior and if these standards present a problem to an athlete that cannot be corrected he or she may be suspended from the team.

A good athlete should have a good attendance record. He should seldom be absent from school and never be tardy to class. To participate in an athletic contest, the athlete is to attend school the FULL day of the contest unless the absence is deemed to be an "excused" absence as defined by the school attendance policy. An athlete may be absent from school and still practice or participate if the absence is deemed excused.

ANY STUDENT IN SUSPENSION EITHER IN-SCHOOL OR OUT OF SCHOOL WILL NOT BE ALLOWED TO PARTICIPATE IN A CONTEST OR PRACTICE. Students are still expected to attend the practices and/or participate in a conditioning program designed by the athletic coach.

A student athlete must be present at school for the entire school day to participate in a contest that evening. (For purpose of this rule, an athlete must be present on Friday to participate in a Saturday event). Any athlete not in school for the entire school day must seek approval of the athletic director in order to participate in an event that evening. The athletic director will follow AHS handbook policy for excused/unexcused absences.

When a student is released early from school or misses a class due to an athletic event it is the student's responsibility to obtain the class assignments and communicate any problems with the classroom teachers prior to leaving school.



## PARENT CONFERENCES

Coaches will make time to talk with parents concerning their children. However, at no time will a coach discuss playing time, game strategy, roster decisions, play calling, other team members, internal (team) or external (administrative) discipline of athletes, or other items pertaining directly to the day-to-day operation of the athletic team. Parents and athletes are expected to follow the 24-Hour Rule of Communication, being sure to set up a time to meet with the coach to set up an appointment. Parents and athletes SHOULD NOT confront a coach before or after a practice or contest to demand a meeting.

## PARENTS ATTENDING PRACTICES

At the discretion of each team coach, parents may observe practices. However, parents are not to participate in coaching or drills during practice, as this would directly violate IHSA and AHS Athletic Department rules. In addition, parents who attempt to interact with players and coaches during practices will no longer be allowed to attend practices.

## PRACTICE REGULATIONS

Athletes at Attica High School are expected to be punctual in attending practices. Illnesses or other extreme emergencies relating to the athlete's family are the only acceptable reasons for missing practices. The athlete should always inform the coach when it is known that it will be impossible to attend a scheduled practice a day before that practice. Students are not permitted to miss an AHS practice to attend a non-AHS practice or contest. Students who do this will be given a one-contest suspension. For the purpose of this rule, the IHSA tournament series shall count as one (1) contest.

All athletic teams will follow this basic guideline for excused or unexcused absences:

**Excused Absences** include absences that are communicated directly to the head coach BEFORE they occur, and WILL NOT be penalized. This includes any absence that would qualify as an excused absence in the general AHS handbook.

**Unexcused Absences** include missing to complete homework due to lack of planning, earning a detention (when practice is missed as a result), missing the team bus, attending another school's function, being tardy to a scheduled contest or departure time, or not directly communicating an absence to a coaching staff.

Unexcused Absences will result in the following consequences:

- 1st unexcused missed practice: sit out one game
- 2nd unexcused missed practice: sit out two games
- 3rd unexcused missed practice: dismissal from the team

Student athletes who are removed from one team are not eligible to join another team (including off season workouts) until the end of the season in that respective sporting event. Dual Sport athletes who are removed from one sport immediately forfeit eligibility in the other sport.

Student athletes who are removed from a team due to excessive missed practices may be returned to the team AT THE SOLE DISCRETION OF THE ATHLETIC DIRECTOR.

## Spring Break

Week 1 - Practices may be held, but attendance is optional

Week 2 - Practices are mandatory (Missed practices during this week must be made up prior to participation in athletic contest)

Per IHSA policy, if a student missing 10 consecutive practices they will be ruled ineligible to participate until they have made up mandatory practices and get 4 consecutive practices in if they have already had 10 practices in.

## OFF SEASON CONDITIONING

Athletes who are not in season are welcome to participate in off-season conditioning programs with that sports coach (or another member of the coaching staff provided the following conditions are met by both the athlete and the coach:

1. All IHSA Bylaws are followed regarding off season, during school year (or out of school year) open facilities or conditioning programs.
2. All IHSA Bylaws regarding lessons are followed.
3. All ACSC, AHS and Athletic Department Guidelines are followed
4. Beginning Monday of IHSA week ~~4~~<sup>4</sup>, any off-season athlete wishing to participate in off-season workouts of any kind MUST have on file with the athletic office a COMPLETE IHSA physical form and accompanying documents and must present a Rambler Athletic Eligibility Card to his/her coach PRIOR to the first off-season workout.
5. Athletes who are not currently in season but wish to workout for an off season sport are limited to 4 hours a week in that sport.
6. Athletes who are currently in season but wish to workout for another sport are limited to 2 hours a week in that sport.

## LOCKER ROOM PROCEDURE

1. All clothing and towels must be kept off the floor. Keep the locker room clean and neat. (This is done by the players and not the managers).
2. Lockers and locker room floors should be kept free of trash and unlaundered clothing.
3. Lockers are the property of the school corporation and are subject to inspection.
4. The same rules and regulations affect lockers, as do regular student lockers.
5. Music, if played during time student-athletes are in the locker room, shall be school appropriate and approved by coaches. The volume shall be such that normal conversation can be heard.

## CELL PHONES, CAMERAS, AND OTHER ELECTRONIC DEVICES WITH CAMERAS

1. Cell phones, cameras and/or any electronic device with a camera may **not** be used inside a locker room or restroom for any purpose. This means no texting, no calling, and no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. **NO EXCEPTIONS TO THE RULE.** This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not the locker room).
2. A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.
3. Should an athlete receive a call or text while in the locker room, he/she should take the phone (still in backpack, book bag, gym bag, pocket, etc.) out to the hall or outside the building before use. **CAMERAS OR ELECTRONIC DEVICES WITH CAMERAS AND PHONES MAY NOT BE IN USE IN THE LOCKER ROOM FOR ANY REASON.**

## SOCIAL NETWORKING SITES

- A. Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, Myspace, Twitter, SnapChat, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and Attica Consolidated School Corporation. Students are fully accountable for all information associated with their social networking accounts.
- B. Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of an Attica student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation and subject to athletic discipline or suspension up to and including removal of all athletic eligibility for 365 days at the sole discretion of the athletic director. This discipline is not subject to the appeals process.

## GAME CONDUCT

- A. Athletes are expected to represent AHS and the community in a positive manner both in school, out of school and during competitions. Profanity, inappropriate dress, inappropriate and vulgar gestures will not be tolerated and will result in suspension from participation in events, at the discretion of the athletic director.
- B. Ejection From An Athletic Contest. Any athlete ejected from a game, meet, etc., will be required to meet with the athletic director as soon as possible. IHSA Rule 8 - 4 will be followed:
  1. First Ejection: The athlete will be suspended for the next contest at the level of the ejection. The athlete is required to take an online NFHS Sportsmanship Course prior to return to competition.
  2. Second Ejection: The athlete will be suspended for the next two contests at the level for which he/she was suspended.

## INDIVIDUAL TEAM RULES

Each head coach may establish training and behavior rules for the athletes on under their supervision during the IHSA season. These rules will typically cover basic team expectations and rules, including practices, contests, dress, sportsmanship and curfews. Specific rules established by head coaches will be put in writing and a copy will be made available to the athlete and his/her parents. The rules set forth by each head coach will be followed in addition to this handbook.

## TRANSPORTATION AND AWAY TRIPS

Athletes are visible representatives of the school, the community and the athletic program. PROPER APPEARANCE will be stipulated by the coaching staff. Athletes will act in an acceptable manner when traveling and will conduct themselves on the bus in a manner that is above reproach. Equipment and facilities of the school we visit will be respected and cared for in a courteous manner. Willful destruction may result in suspension from the team.

Athletes must travel to and from contests away from Attica, in transportation provided by the school. The only exceptions are:

1. Injury to a participant, which would require alternate transportation.
2. Parents are allowed to sign out student athletes following athletic events using the AHS Athletics approved sign out sheet (coaches have been provided copies of this document).
3. To ride home with a non-parent, the parent must make prior arrangements with the athletic director and have on file with the athletic department the "Permission to Transport" form available in the athletic office.

Failure to follow this expectation will result in the student athlete being suspended for a minimum of one (1) contest in their sport.

## GUIDELINES FOR STUDENT ATTENDANCE AT ATHLETIC EVENTS

1. Any student entering an athletic event without paying for a ticket will be asked to leave. If this offense occurs a second time that student will not be permitted to attend future athletic events.
2. Students who have an *All-Sports Pass* or a *Season Ticket* must show it to the ticket taker.
3. No students are allowed on playing surfaces at any time. This especially means no playing basketball at halftimes, between games, or upon the conclusion of the athletic event.
4. Students who are attending athletic events are to be in the gymnasium or at the football field and are not to be loitering outside the facility where the activity is taking place.
5. There will be no student pass outs to leave the facility. Once a student leaves, they will be refused readmission.
6. Student-Athletes who are finishing practices are not permitted to "walk into" scheduled athletic contests without either holding and presenting a student all-sport pass or purchasing a single contest ticket. A first offense will result in removal from the athletic contest. If this offense occurs a second time, the student athlete will be subject to suspension from participating in current or future athletic contests.

**VIOLATIONS OF THE ABOVE RULES WILL CAUSE THE STUDENT TO LOSE THE PRIVILEGE OF ATTENDING THESE GAMES!!!**

## **AWARDS SYSTEM - MISCELLANEOUS GUIDELINES**

1. All sports are considered equal.
2. Only one letter will be given to each athlete, unless a student qualifies for a letter in a second sport as part of the dual sports policy.
3. The athletic awards are not to be worn by anyone other than the recipient of the awards.
4. An athlete must complete the season to earn an athletic letter unless recommended for waiver by the head coach.
5. Cheerleaders will receive credit for a varsity athletic letter. Cheerleaders who cheer for only fall or winter (but not both) will receive credit for ½ of a varsity athletic letter.
6. If an athlete fails to defend any varsity letter then the athletic department has the right to confiscate the jacket from the athlete. The only exception would be an athlete who has received a career-ending injury.

## **AWARDS POLICY**

Junior High sports - certificates

First Junior Varsity sport – certificates

Subsequent Junior Varsity sport -- certificates

First Varsity Letter in a sport - sport specific chevron

Additional Varsity sports - chevron

Team Captain - star for letter jacket

Academic Award (3.3GPA in season or above) - patch for jacket/blanket

At the end of each season, chevrons and captain's stars will be given to those individuals who earn these awards.

## **LETTER JACKETS**

Starting with the 2021-2022 School year Varsity Letter Jackets will be purchased by the student athlete. Varsity Letter Jackets may be ordered from neffco.com or by getting an order form from the Athletic Director after earning at least one (1) Varsity award. Jackets must be paid for by the athlete at this time. Athletes that have a financial limitation will be able to apply for a scholarship that will be approved by the Principal and Athletic Director.

## **ATTICA HIGH SCHOOL'S DUAL SPORTS POLICY**

Attica High School establishes the following dual sports policy, which will allow an athlete to participate in two sports during the same season providing the following criteria are met:

1. Both coaches and the athlete must be in agreement about the athlete's desire to participate in dual sports. Any disagreement will be resolved by the athletic director.
2. The athlete will declare one of the two sports to be his/her "major" sport. This will also be used to help settle conflicts. If the athlete is participating in one team sport and one individual sport, the athlete will need to declare the team sport as his/her "major" sport. If competing in two individual sports, the athlete is responsible for naming one sport his/her "major" sport. If an athlete is participating in a sport (team or individual) and a member of the cheer team, the team or individual sport will be considered the "major" sport.
3. In order to be allowed to participate in dual sports, the athlete must be passing all of his/her classes. If the athlete receives a non-passing grade, they will only be allowed to participate in their "major" sport until that grade is brought up.
4. It will be required that the athlete practice with both teams as often as possible. However, a student athlete is not required to practice EACH sport EVERY day. In some cases, it may be necessary for the athlete to follow a prescribed workout established for him/her by one of the coaches. It is recommended that the athlete practice with the more team-oriented of the two sports as much as possible if serious time constraints occur.
5. Prior to the start of contests, the athlete will meet with both of his/her coaches to plot out which contests in which he/she will plan to participate. For conflicts, the following "schedule" will be observed:
  - a. IHSAA tournaments will take precedence over all other contests.
  - b. WRC tournaments will take precedence over...
  - c. Bi County tournaments - which take precedence over...
  - d. WRC Conference contests - which take precedence over...
  - e. Non-conference events - which take precedence over...Varsity contests will always take precedence over junior varsity contests. An athlete's choice of a "major" sport will be used as a final determining factor in solving conflicts.
6. In the event of major conflicts or controversies arising over the athlete's participation in dual sports, the Athletic Director will make any final decisions or determinations.
7. All IHSAA tournament eligibility requirements will be met by the athlete in order to ensure participation in both IHSAA tournament series events.
8. If a dual sport athlete quits participation in one sport he/she is ineligible to complete the remainder of the season in the other sport without agreement of BOTH team coaches and the athletic director.

## **RAMBLER ACADEMIC CERTIFICATES**

1. A certificate recognizing an athlete for being named to the Honor Roll will be presented to Attica athletes at the various athletic ceremonies throughout the school year.

2. The most recent grading period will be used to determine the honor roll. The nine-week honor roll will take precedence over the semester honor roll.

## **LETTERING CRITERIA**

### **BOYS BASKETBALL**

1. Must play in at least one half of all varsity games and/or,
2. Play on sectional team and/or,
3. Recommendation of the Head Coach.

### **GIRLS BASKETBALL**

1. Must play in at least one half of all Varsity games and/or,
2. Play on sectional team and/or,
3. Recommendation of Head Coach.

### **BASEBALL**

1. Play in one half of the total number of games and/or,
2. Play in tournaments and/or,
3. Recommendation of Head Coach.

### **CHEERLEADING**

1. Participate as a varsity cheerleader in at least half of all varsity games where cheerleaders are active and/or,
2. Participate as a varsity cheerleader in a sectional game where cheerleaders are active and/or,
3. Recommendation of the Head Coach.

### **CROSS COUNTRY**

1. Participate in one half of the events and/or,
2. Recommendation of the Head Coach.

### **FOOTBALL**

1. Play in one half of the quarters and/or,
2. Recommendation of the Head Coach.

### **BOYS GOLF**

1. Play in one half of the varsity matches and/or
2. Play in 2 of the following when applicable:
  - a. Bi County Tourney,
  - b. WRC Tournament,
  - c. Sectional Tournament and/or,
3. Recommendation of the Head Coach.

### **GIRLS GOLF**

1. Play in one half of the Varsity matches and/or,
2. Play in Sectional Tournament and/or,
3. Recommendation of the Head Coach.

### **SOFTBALL**

1. Must play in at least one half of all Varsity games and/or,
2. Play in all tournaments, sectionals, etc. and/or,
3. Recommendation of the Head Coach.

### **SWIMMING**

1. Swim in one half of the swim meets and/or,
2. Recommendation of the Head Coach.

### **TENNIS**

1. Play in one half of the matches and/or,
2. Recommendation of the Head Coach.

### **TRAP & ARCHERY**

1. Participate in all competitions/practices with no more than 1 unexcused absence
2. Meet one of the competition scoring requirements listed in the full lettering requirements guide (can be obtained from Athletic Office)
3. Recommendation of the Head Coach.

## **TRACK**

1. Must score points in 60% of meets and/or,
2. Recommendation of the Head Coach.

## **VOLLEYBALL**

1. Must play in at least half of all Varsity matches and/or,
2. Be a member of the tourney team and significant contribution to the Varsity effort during the season and/or,
3. Recommendation of the Head Coach.

## **WRESTLING**

1. Participate in one half of the Varsity matches and/or,
2. Recommendation of the Head Coach.

## **MANAGER**

1. Must be a high school student
2. Manage for a varsity level sport for one full season of the sport and/or,
3. Recommendation of the Head Coach.

Meeting only 1 of the criteria listed does not automatically result in the athlete being lettered. All letter recipients are decided by the coach of each sport and must be approved by the athletic director.

## **INSURANCE**

Parents desiring school accident insurance for their children may purchase it during the first few days of the school year. Varied programs are available to the students. The types of programs will be announced at the beginning of each school year. ALL STUDENT ATHLETES MUST HAVE SOME TYPE OF ACCIDENT- INSURANCE COVERAGE AND WILL BE ASKED FOR THE NAME OF THE INSURING COMPANY. FOOTBALL PLAYERS NEED SPECIAL FOOTBALL INSURANCE COVERAGE UNDER THE SCHOOL INSURANCE POLICY.

## **WRC BANQUET**

Appropriate attire is required for any athlete attending the WRC Conference Banquet. Athletes will not be allowed to attend the banquet unless this criterion is met. If you cannot attend, common courtesy dictates that you notify your coach.

## **ATTICA HIGH SCHOOL CHEERLEADING GUIDELINES**

Cheerleading at Attica Jr.-Sr. High School is considered a sport and will follow the general guidelines and expectations of all sports. The head high school coach, as with any other sport, will determine the level of participation of each cheerleader which may be adjusted throughout the fall and winter cheer seasons.

### **1. Eligibility**

- a. Any girl in grades 7-12 may participate as a cheerleader.
- b. A maximum of 18 girls in grades 9-12 will make up the high school cheer squad.
- c. If more than 18 girls wish to become high school cheerleaders for the following school year, try-outs will be held following the winter sports season. Coaches may have a secondary try-out during the school year if there is significant additional interest shown.
- d. A maximum of 12 junior high school girls will make up the junior high cheer squad.
- e. Spirit Men: Any boy in grades 9-12 is eligible. There will be a maximum of 6 spirit men selected. In season athletes who are spirit men will be considered Dual Sport Athletes, and all rules of dual sport participation will apply.
- f. In the event that circumstances warrant the necessity for adjustments in squad numbers, the sponsor and principal and athletic director may adjust numbers as necessary.

### **2. Try-outs**

- a. A call-out will be held at the conclusion of the winter sports season for those interested in becoming a high school cheerleader for the following school year.
- b. A call-out will be held during the first full week of school in August for any seventh or eighth grade girl wishing to become a cheerleader.
- c. In the event that more than the maximum allowed number of girls wish to become cheerleaders, try-outs will be held.
- d. Try-outs for high school cheerleading will be held following the winter sports season. Tryouts for seventh or eighth grade cheerleading will be held by the end of the third week of school. Coaches may have a secondary try-out during the school year if there is a significant interest for single season cheering.
- e. Judging will count as follows:
  - 60% of the vote will be determined by a panel of 3-5 judges. The panel will be selected by the principal with special attention paid to avoid judges who may have close connections or otherwise predetermined viewpoints. For each candidate, the top and bottom overall score received from the judges will be dropped and the remaining score(s) will be averaged to make up each candidate's final score.
  - 40% of the vote will be determined by the head high school coach.
- f. Each candidate will be judged on selected cheers, chants, and jumps. Past performance including attendance, teamwork, etc. may be factored into the head coach's vote.

NOTE: When established AHS or Athletic Policy does not address a unique situation, the Principal will determine the immediate rule or action to be taken until such time as the School Board establishes a policy. Indiana Code supersedes handbook policy.

## **TRAP/SHOOTING SPORTS PROTOCOLS**

AHS is fortunate to house a "Dry Fire System" in its Multi Purpose Building to allow shotgun athletes the ability to practice year round in an economical manner. In the interest of student safety and to comply with Indiana Code, participants are expected to follow specific safety protocols regarding firearms being present on school grounds. The protocols will be periodically reviewed with students and are available from the AHS principal's office and the ACSC superintendent's office.

**GO, FIGHT, WIN, RAMBLERS!!!!!!!!!!**

## **Extra-curricular Activities Random Drug Testing Program**

### **THE MISSION OF THE ATTICA CONSOLIDATED SCHOOLS**

The Attica Consolidated School Corporation proceeding in a fiscally responsible manner and in cooperation with the community will create a caring, safe environment that prepares all learners to become contributing, responsible members of a diverse global society.

### **INTRODUCTION**

The effective date of this program is June 22, 2009. This program does not affect the current policies, practices, or rights of the Attica Consolidated Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Attica Consolidated Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

### **REASONABLE CONCERN**

Attica Consolidated Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Fountain County, Indiana, indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Statistics show that the mission of Attica Consolidated Schools has not been realized. Our commitment to maintaining the extracurricular activities in Attica Consolidated Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

### **PURPOSE**

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under random drug testing other than stated therein.

### **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all Attica Consolidated Schools students in grades 6-12 who wishes to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

### **DRUG EDUCATION**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. This also extends an opportunity for parents/guardians to attend the education sessions. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **CONSENT FORM**

It is MANDATORY that each student who participates in extracurricular activities signs and returns the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation. SEE BOTTOM OF CONSENT FORM!

Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program of the Attica Consolidated Schools. The reverse side of the form indicates any prescribed medications or over-the-counter medications the student maybe taking.

### **TESTING PROCEDURE**

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student who indicates a desire to be in an extracurricular activity and/or who drives to school, from school or during school will be assigned a number that will be placed in the drawing for the remainder of the school year. Each student number may be drawn more than once.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Upon being selected for a drug screening test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "reinstatement" test, a student will be required to provide a sample of "fresh" screening sample according to the quality control standards and policy of the laboratory conducting the screening test.

If unable to produce a screening sample, the student will remain under school supervision until they have produced an adequate screening sample. If still unable to produce a screening sample within two hours, the student will be sent to the school nurse to determine if there is a medical impediment to yielding a screening sample. If no medical impediment, the test will be classified as a refusal and the test will therefore be considered a positive. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure. If the parent wishes to have the student reinstated immediately then they may take the student for testing to a SAMSHA (NIDA) certified lab, at parent expense, for a test to prove the student is free of substances being tested by this policy.

If tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.

Immediately after the screening sample is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

The screening sample will then be turned over to the testing laboratory, and each screening sample will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Transportation’s SAMSHA (NIDA) certified laboratory testing facilities.

#### CHAIN OF CUSTODY

The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee screening samples and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.

The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The Administrator should not bring all students drawn from the pool to the collection site simultaneously). Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. These students may be called during school or during their extra-curricular activity.

Before the student’s screening sample is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administration that he/she is taking a prescription medication.

Each student being tested will be instructed as to the proper procedure to produce the testing sample according to the type of testing being conducted.

A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the screening sample has been sealed. The seal may be broken only by the lab testing the screening sample.

If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the screening sample is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

After it has been sealed, lab personnel will transport the screening sample to the testing laboratory. The testing laboratory will report the results back to the principal/administrative designee.

In order to maintain confidentiality, the container which contains the screening sample to be tested will not have the name of the student on the container. Instead, the student’s initials and random identification number will appear on the container. Also the result sheet for the testing will be mailed back to the principal/administrative designee with no name attached; only the student’s initial and random identification number will appear on the result sheet.

#### TEST RESULTS

This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after laboratory analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.

In addition, the student or parent/guardian may appeal by requesting that the screening sample be tested again, using the split sample drawn at the time of the original draw, by a SAMSHA (NIDA) certified laboratory, at a cost to the student or his/her parent/guardian. An appropriate chain of custody will be used.

If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. Students who are tested under the random testing will be subject to the following discipline code:

##### Positive Random Test – Drugs and/or Alcohol

###### First Offense

Authorities notified if criminal offenses or probationary violations are involved

Parent/guardian will be given results of the failed drug screen and the names of counseling and assistance agencies that the family may want to contact for help.

Extracurricular or athletic participation suspension according to athletic handbook policies

Reinstatement drug test must be passed prior to return to extracurricular or athletic participation suspension and loss of driving privileges

Loss of driving privileges for no less than 5 weeks

Student must pass a drug screen in order to have driving privileges and/or athletic and/or extracurricular eligibility reinstated.

###### Second Offense

Authorities notified if criminal offenses or probationary violations are involved

Extracurricular or athletic participation suspension according to athletic handbook policies

Loss of driving privileges for no less than one calendar year

Student must pass a drug screen in order to have driving privileges and/or athletic and/or extracurricular eligibility reinstated.

###### Third Offense

Authorities notified if criminal offenses or probationary violations are involved

Extracurricular or athletic participation suspension including the loss of driving privileges for remainder of student’s enrollment in Attica Consolidated School Corporation

##### Positive Random Test - Tobacco/Nicotine

Student-athletes subject to athletic handbook suspension

Parent/guardian will be given results of the failed drug screen and the names of counseling and assistance agencies that the family may want to contact for help.

Student must pass a drug screen in order to have athletic or extracurricular eligibility reinstated.

Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of students being tested.

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files. Results sheets will be locked and secured in a location that only the principal/administrative designee has access to.

Students who are tested under the reasonable cause criteria will be subject to the discipline code described in the student handbook.

#### FINANCIAL RESPONSIBILITY

Under this policy, the Attica Consolidated Schools will pay for all random drug tests, and all initial reasonable suspicion drug tests. Once a student has a verified "positive" test result any "reinstatement" drug test that must be conducted will be paid for by the student or his/her parent/guardian.

A request on appeal of a "positive" screening sample (the split screening sample must be used for the appeal) is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

#### CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of the Attica Consolidated Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Attica Consolidated Schools commitment to confidentiality with the regards to the program.